# QS Prime Asset Manager

User Manual — Windows

Version 1.6.0 · October 2026

A fixed asset register for public bodies and companies: every asset with its photo, category, location, department, custodian, supplier and funding source; categories that carry the depreciation policy; monthly depreciation (straight-line, reducing balance or units of production) with opening balances, a period lock and the net book value of every asset; transfers with printable notes, disposals with the gain or loss, board-of-survey lists and approvals by PIN; maintenance records and schedules, warranty and insurance alerts, asset tags with barcodes or QR codes and scan to find; verification counts with a scanner, revaluation and impairment; balanced monthly journals for the general ledger as a GIFMIS journal upload or for QuickBooks, Sage 50, Xero or any other system; a full audit trail of who changed what; a dashboard for any period with clickable charts; fifteen reports, including the movement schedule, as PDF, CSV or print; import and export with Excel; users with four roles; and backups you can restore on a new PC. Reports under IPSAS 17, IAS 16 or the IFRS for SMEs.

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**What this version does**

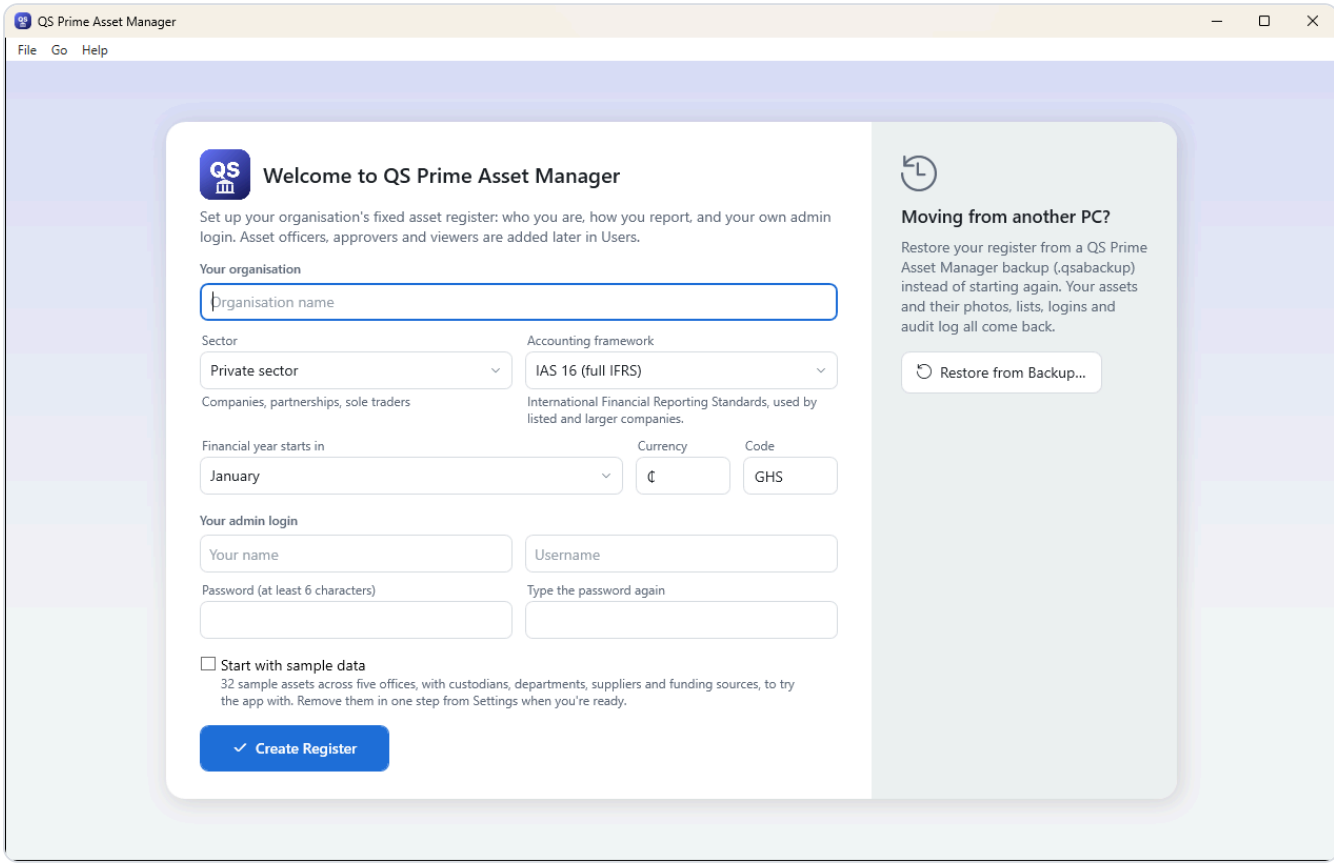
The register: assets with their photos, categories carrying the depreciation policy, custodians, locations, departments, funding sources and suppliers (each with a quick add on the asset form), a field-by-field audit trail, a dashboard with clickable charts, import from Excel with a preview of every row, export, four roles, sample data to try things with, sounds, and backups. Monthly depreciation (1.1), transfers, disposals and approvals (1.2), the dashboard for any period with the reports (1.3), maintenance, warranties and asset tags (1.4), verification, revaluation and impairment (1.5), and accounting journals (1.6). It is the same app as QS Prime Asset Manager for Mac, and the same licence key unlocks both.

**New in 1.6: accounting journals**

A new **Accounting Journals** screen (Ctrl + Shift + J) turns what happened to the register in a month (or several) into balanced journals for the general ledger: **additions**, **depreciation**, **disposals** (with the gain or loss and the revaluation surplus transferred), **revaluations** and **impairments**. Export them as a **GIFMIS journal upload** (Excel, all 12 segments, leading zeros kept), or for **QuickBooks Online**, **Sage 50**, **Xero**, or a generic CSV for any other system. Map the accounts once, with categories posting to their own cost and depreciation accounts if you like (chapter 16). Also new: under IPSAS 17 the **revaluation surplus is netted within each class** of assets (the category), as the standard allows; under IAS 16 and the IFRS for SMEs it stays asset by asset (chapter 15). A register from version 1.5 is worked out by class the first time 1.6 opens it, if it reports under IPSAS 17. Version 1.5 brought verification, revaluation and impairment.

# 1. Getting started

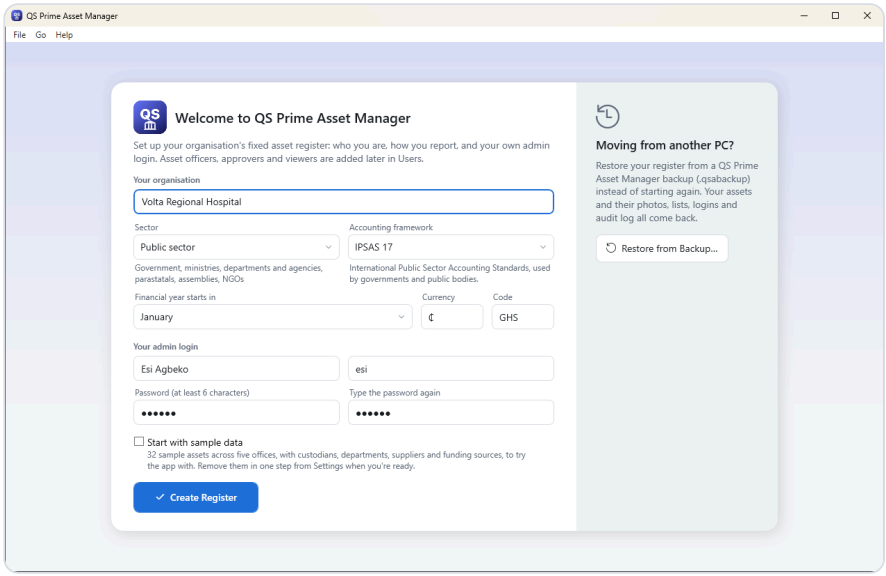
1. Run **QSPrimeAssets-Setup-1.6.0.exe**. It installs for you only (no administrator password), over an earlier version without touching your register, and adds QS Prime Asset Manager to the Start menu.
2. The first time, Windows may say "*Windows protected your PC*". Click **More info**, then **Run anyway**. You only do this once.
3. The first-run screen asks for your organisation and your own admin login.




First run: your organisation, how it reports, and your admin login — or Restore from Backup on the right.

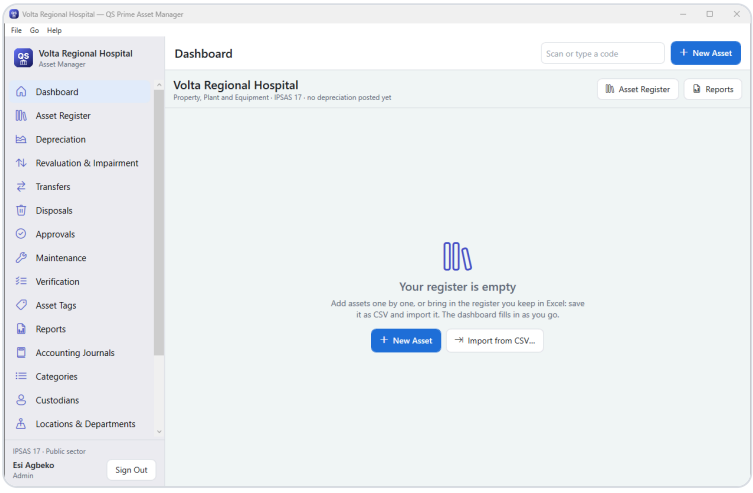
| Field | What to enter |
|---|---|
| Organisation name | As it should appear on screens, exports and backups. |
| Sector | Public sector (government, MDAs, assemblies, parastatals, NGOs) or Private sector (companies). Public sector switches on funding sources. |
| Accounting framework | IPSAS 17, IAS 16 (full IFRS) or IFRS for SMEs. Chosen for you from the sector; change it if your organisation differs. See chapter 26. |
| Financial year starts in | January for the Government of Ghana and most organisations; pick another month if your year ends differently. |
| Currency and code | ₵ and GHS to start. Change them if you work in another currency. |
| Your admin login | Your name, a username and a password of at least 6 characters. This is the only login created; add others in Users (chapter 22). |

| Field | What to enter |
|---|---|
| Start with sample data | Tick this to try the app with 36 sample assets across five offices, with custodians, departments, suppliers and funding sources, this year's depreciation, two transfers, four disposals, a board-of-survey list, and a year of maintenance with schedules, warranties and insurance. They're marked **Sample**, use codes SMP-001 onwards, and come out in one step (chapter 23). |




A public body: choosing Public sector picks IPSAS 17.

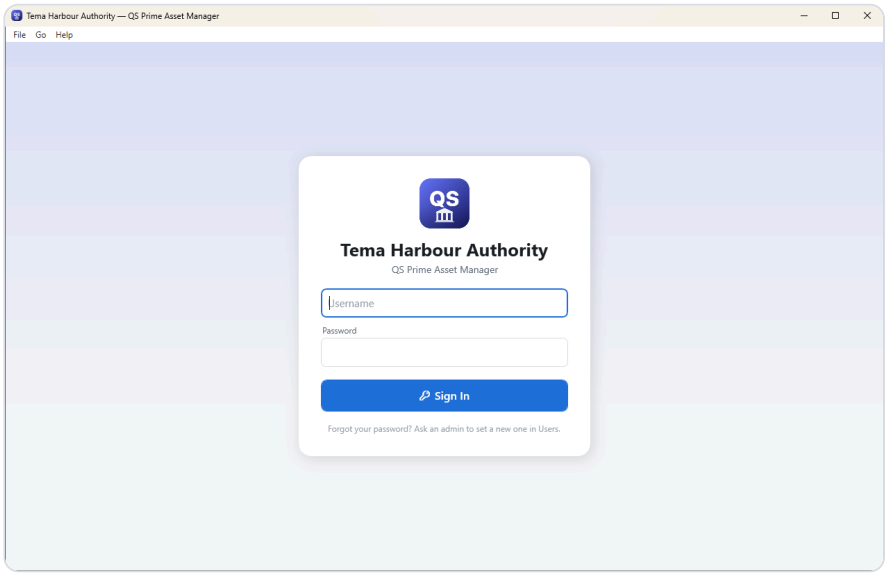
Press **Create Register**. The register starts with the usual categories of property, plant and equipment, each with a common useful life (chapter 9). The app runs as a full 15-day trial (chapter 25).




A new register: add assets one by one, or import the register you keep in Excel.

> **Moving from another PC, or from a spreadsheet?**
>
> From another PC: press **Restore from Backup...** on the first-run screen instead (chapter 24). From Excel: create the register, then use **Import** (chapter 21).

# 2. Signing in and roles




Signing in.

Everyone has their own login, and what they can do depends on their role. The app checks the role every time something is saved, not just by hiding buttons.

| Role | Can |
|---|---|
| Admin | Everything: assets, categories and their depreciation policy, depreciation runs, transfers and disposals, lists, users, settings (approvals included), backups and the licence. Only an admin can delete an asset, change a depreciation policy (or give one asset its own), choose the go-live month, lock months or reverse a disposal. |
| Asset Officer | Adds and edits assets; manages custodians, locations, departments, suppliers and funding sources; adds and renames categories (not their depreciation policy); posts and reverses monthly depreciation, enters usage and opening balances; transfers assets, records disposals and keeps board-of-survey lists; records maintenance, keeps schedules and prints asset tags; imports and exports. |
| Approver | Views everything and exports. Signs off transfers and disposals with a PIN when approvals are on (chapter 13). |
| Viewer | Read only: the register, dashboard and audit log, with exports. For auditors and management. |

Sign out with the button at the bottom of the sidebar, or Ctrl + Shift + L. Forgotten password: an admin sets a new one in Users.

# 3. Finding your way around

The sidebar lists the screens. Approvals shows how many requests are waiting (orange), Maintenance how much maintenance is overdue and how many warranties and insurance policies are running out (red), and Asset Tags how many tags are waiting to print (blue). The bottom of the sidebar shows the reporting framework and sector, whether sample data is loaded, and who is signed in. **New Asset** is always at the top right, with the **Scan** box beside it (chapter 14).

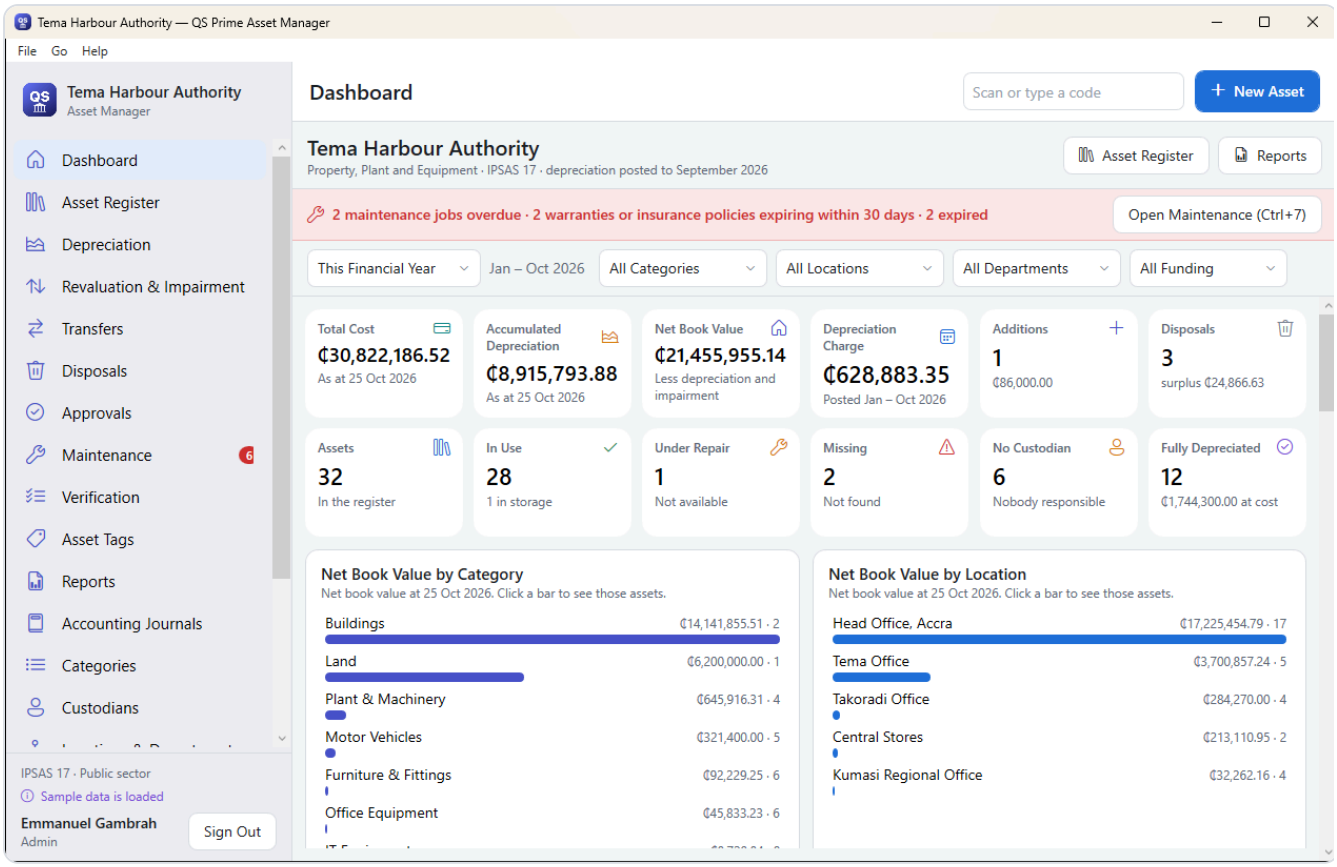
| Screen | Shortcut | What it's for |
|---|---|---|
| Dashboard | Ctrl + 1 | The register at a glance, with charts (chapter 4). |
| Asset Register | Ctrl + 2 | Every asset: search, filter, add, edit (chapters 5–7). |
| Depreciation | Ctrl + 3 | Monthly depreciation: preview, post, reverse, lock (chapter 10). |
| Revaluation & Impairment | — | Revaluations, impairments and the revaluation surplus (chapter 15). |
| Transfers | Ctrl + 4 | Moving assets, with transfer notes (chapter 11). |
| Disposals | Ctrl + 5 | Sales, auctions, write-offs, the board of survey (chapter 12). |
| Approvals | Ctrl + 6 | Transfers and disposals waiting for sign-off (chapter 13). |
| Maintenance | Ctrl + 7 | What's due, the maintenance log, warranty and insurance dates, charts (chapter 14). |
| Verification | — | Counting the assets, with a scanner or by hand (chapter 15). |
| Asset Tags | Ctrl + Shift + P | Barcode and QR code labels for assets (chapter 14). |
| Reports | Ctrl + 8 | The register, schedules and lists as PDF, CSV or print (chapter 17). |
| Accounting Journals | — | Monthly journals for GIFMIS, QuickBooks, Sage 50, Xero or another ledger (chapter 16). |
| Categories | Ctrl + 9 | Classes of asset and their depreciation policy (chapter 9). |
| Custodians | — | The people responsible for assets (chapter 18). |
| Locations & Departments | — | Locations, departments, funding sources (chapter 19). |
| Suppliers | — | Who assets were bought from (chapter 20). |
| Audit Log | Ctrl + 0 | Every change, by whom, with the values before and after (chapter 8). |
| Users | — | Logins and roles (admins, chapter 22). |
| Settings | Ctrl + , | Organisation, codes, backups, licence (admins, chapter 23). |

| Action | Shortcut | Also on screen |
|---|---|---|
| New Asset | Ctrl + N | Top right of every screen; File menu |
| New Transfer… | Ctrl + Shift + T | Transfers › New Transfer; Transfer… on an asset; File menu |
| Record Disposal… | Ctrl + Shift + D | Disposals › Record Disposal; Dispose… on an asset; File menu |
| Record Maintenance… | Ctrl + Shift + M | Maintenance › Record Maintenance; Record Maintenance… on an asset; File menu |
| Print Asset Tags… | Ctrl + Shift + P | Asset Tags in the sidebar; Print Tags… in the register and on an asset; File menu |
| Scan to Find | Ctrl + Shift + F | The Scan box at the top of every screen; File menu |
| New Count… | Ctrl + Shift + V | Verification › New Count; File menu |
| Revalue Asset… | Ctrl + Shift + R | Revaluation & Impairment › Revalue Asset; Revalue… on an asset; File menu |
| Record Impairment… | — | Revaluation & Impairment › Impairments › Record Impairment; Record Impairment… on an asset; File menu |
| Accounting Journals… | Ctrl + Shift + J | Accounting Journals in the sidebar; File menu |
| Save (on the asset form) | Ctrl + S | The blue Save button |
| Import Assets… | Ctrl + Shift + I | Asset Register › Import… |
| Export Register… | Ctrl + Shift + E | Asset Register › Export… |
| Back Up Now | Ctrl + Shift + B | Settings › Backup & Restore |
| Sign Out | Ctrl + Shift + L | The button at the bottom of the sidebar |

> **Button colours**
> The main action on each screen is a blue button with an icon (New Asset, Save, Create Register, Back Up Now). Other actions are grey. Delete is red and always asks first, with Cancel as the default, so a stray Enter never deletes anything.

# 4. The dashboard

The first screen after signing in: what the register holds, where, what it's worth and what needs attention. Every tile and every bar can be clicked: it opens what is behind it — a report for the period, the assets in the Asset Register, or a month on the Depreciation screen.




The dashboard of the sample register, for this financial year.

## The period and the filters

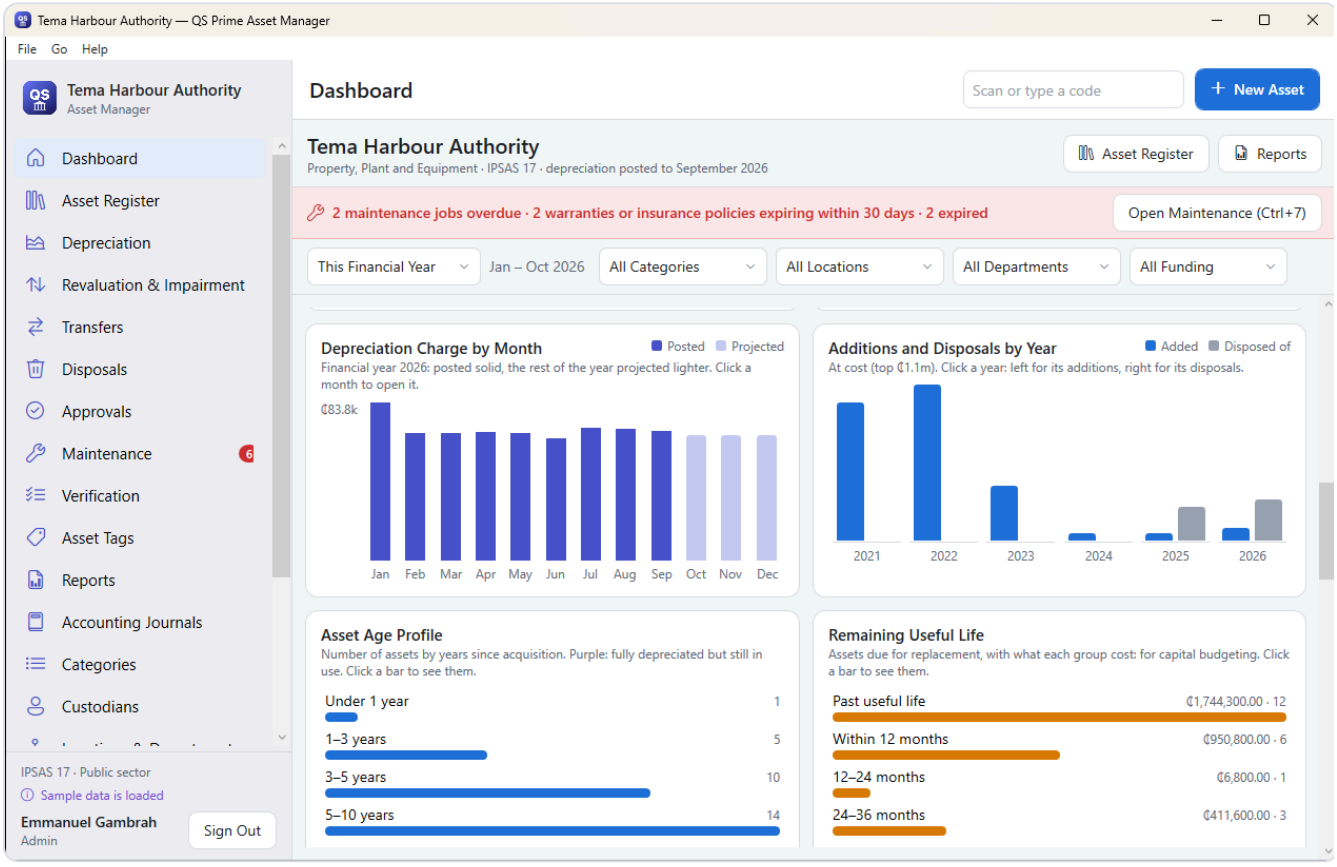
The bar under the heading chooses what the dashboard covers:

- **Period**: This Month, This Financial Year (from the first month of the year to this month), Last Financial Year, or **Custom**, which shows **From** and **To** to pick any months. Money is as it stood **at the end of the period** (today, while the month is still running); additions, disposals and the depreciation charge are those **during** it.
- **Category, Location, Department** and, when funding sources are on, **Funding**: show only those assets. **Clear Filters** shows everything again.

The period and filters stay put while you click through to the register or a report and come back. **Reports** at the top right opens the Movement Schedule for the same period and filters (chapter 17).

| Tile | Shows · click to open |
|---|---|
| Total Cost | The cost of the assets held at the end of the period, or their valuation if revalued · the Fixed Asset Register report for that date. |
| Accumulated Depreciation | The opening balances plus every month posted to the end of the period · the Depreciation Schedule report. |
| Net Book Value | Cost or valuation less accumulated depreciation and any impairment · the Movement Schedule. |
| Depreciation Charge | Depreciation posted for the months of the period · the Depreciation screen. |

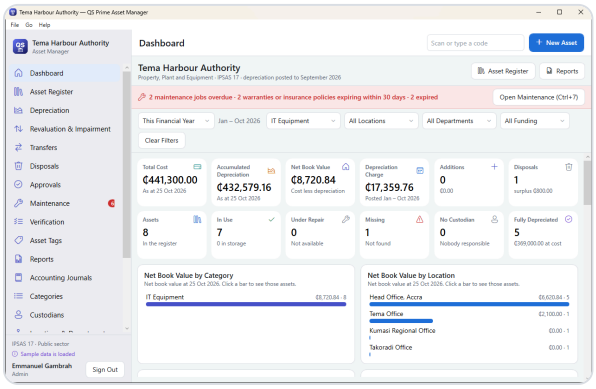
| Tile | Shows · click to open |
|---|---|
| Additions | Assets acquired in the period, and what they cost · those assets, including any since disposed of. |
| Disposals | Disposals in the period, and their total gain or loss (surplus or deficit) · the Disposals report. |
| Assets | How many assets were held at the end of the period · those assets. |
| In Use, Under Repair, Missing | How many of them have each status today; In Use also shows how many are in storage · the assets with that status. |
| No Custodian | Assets nobody is responsible for — worth putting a name against · those assets. |
| Fully Depreciated | Assets depreciated down to their residual value, and what they cost · the Fully Depreciated Assets report. |




Further down: depreciation by month and additions and disposals by year, then the age profile and remaining useful life.

| Chart | What it shows · click |
|---|---|
| Net Book Value by Category, by Location, by Department | Where the value is at the end of the period, largest first, with how many assets · those assets. |
| Cost, Depreciation and NBV by Category | Each category's cost, split into what is depreciated (orange) and its net book value (teal) · the assets in that category. |

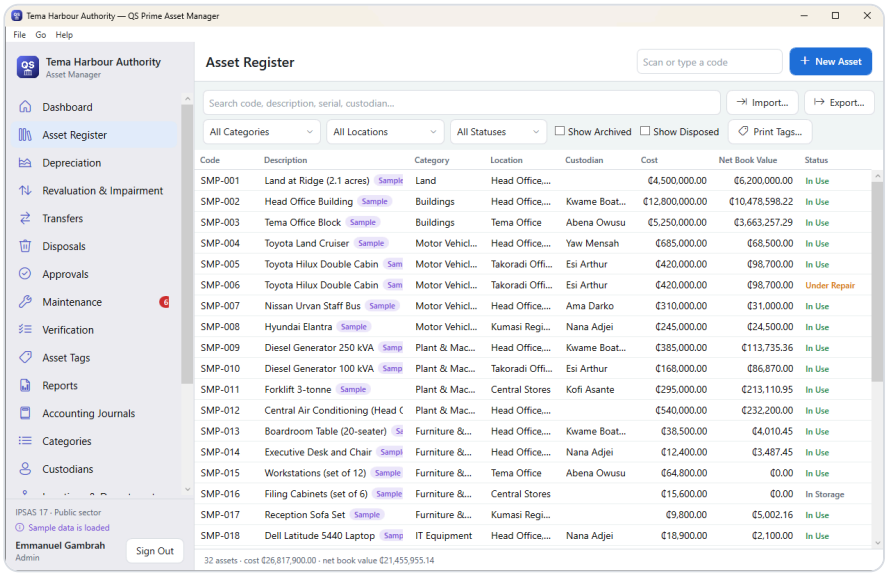
| Chart | What it shows · click |
|---|---|
| Depreciation Charge by Month | Each month of the financial year the period ends in: posted months solid, months still to post projected in a lighter shade · that month on the Depreciation screen. |
| Additions and Disposals by Year | What was acquired (blue) and disposed of (grey) each financial year, at cost · the left bar the year's additions, the right bar the Disposals report for that year. |
| Asset Age Profile | How many assets are under a year old, 1–3, 3–5, 5–10 and over 10 years old; the purple bar counts those **fully depreciated but still in use** — worth a look at their useful lives · exactly those assets. |
| Remaining Useful Life | Assets past their useful life, or reaching the end of it within 12, 24 or 36 months, with what they cost: a guide for the capital budget. Land and assets that aren't depreciated are left out · exactly those assets. |
| Status | In use, in storage, under repair, missing, today · the assets with that status. |
| Gains and Losses on Disposal | Each year's total gain (green, above the line) or loss (red, below); under IPSAS 17, surpluses and deficits. Shown once something has been disposed of · that year's Disposals report. |
| Net Book Value by Funding Source | Who paid for the assets, when funding sources are on · those assets. |
| The four maintenance charts | Maintenance cost by month and by category, upkeep against book value, and what's coming up in the next 90 days, for the dashboard's period and filters (chapter 14). |
| Revaluation Surplus by Category | The revaluation surplus on the assets held today, by category, once something has been revalued · the assets of that category (chapter 15). |
| Verification Progress | The latest counts: found (green), found elsewhere (orange), not found (red) and not counted yet (grey) · that count on the Verification screen. |




The dashboard for one category: every tile and chart covers only IT Equipment, and Clear Filters shows everything again.

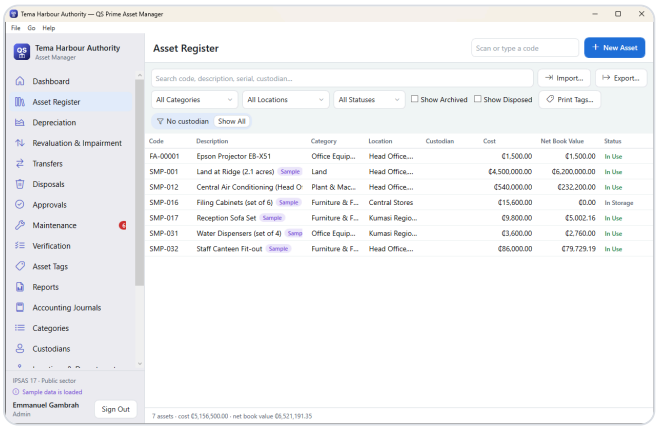
Archived assets are left out of every figure. Status and custodians are as they are today, even for a past period. While a transfer or disposal is waiting for approval, an orange line at the top says how many, with **Open Approvals**. A red line says when maintenance is overdue or warranties and insurance are running out (or ran out in the last 90 days), with **Open Maintenance**. When the register is empty, the dashboard shows where to start: New Asset, or Import from CSV.

# 5. The asset register

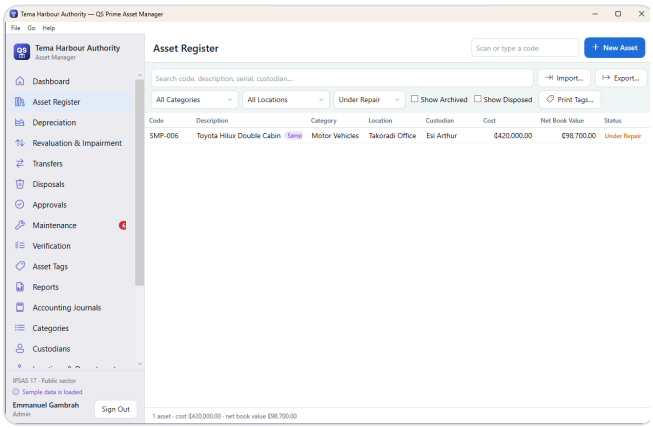



The Asset Register.

- **Search** looks through the code, description, serial number, make, model, sub-category, invoice reference, custodian and location.
- **Filters** under the search box: Category, Location and Status. Tick **Show Archived** to include archived assets, and **Show Disposed** to include disposed ones (or choose the Disposed status). A filter set from the dashboard or another screen (a custodian, a department, a funding source, "no custodian") shows as a chip; **Show All** clears every filter.
- Click a column heading to sort. Sample assets carry a purple **Sample** badge.
- **Net Book Value** is each asset's cost less its accumulated depreciation (chapter 10). With an asset open, the list keeps only what fits beside the form.
- The bar at the bottom counts the assets shown and adds up their cost and net book value (archived and disposed assets are counted but left out of the totals). A disposed asset shows its net book value on the disposal date.



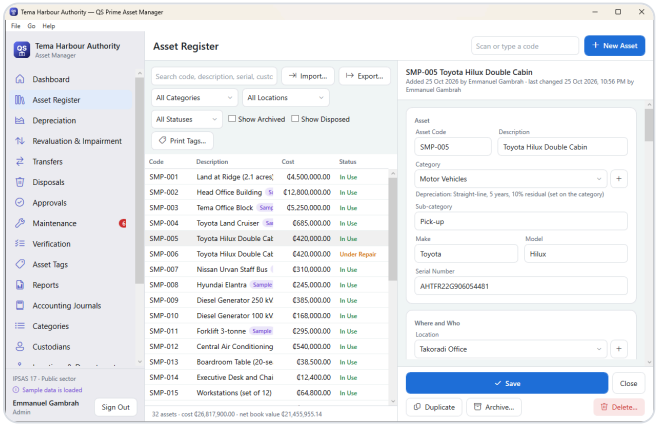

From the No Custodian tile: the chip says why; Show All clears it.



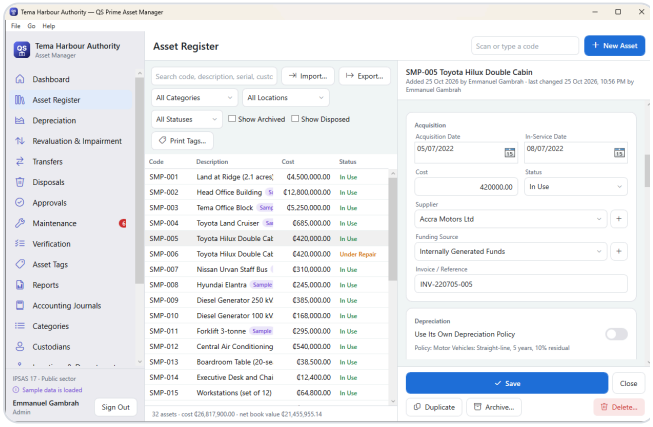

From the Status chart: the assets under repair.

# 6. Adding and editing assets

Press **New Asset** (Ctrl + N), or click an asset to open it. The form opens beside the list.



An asset open beside the list.

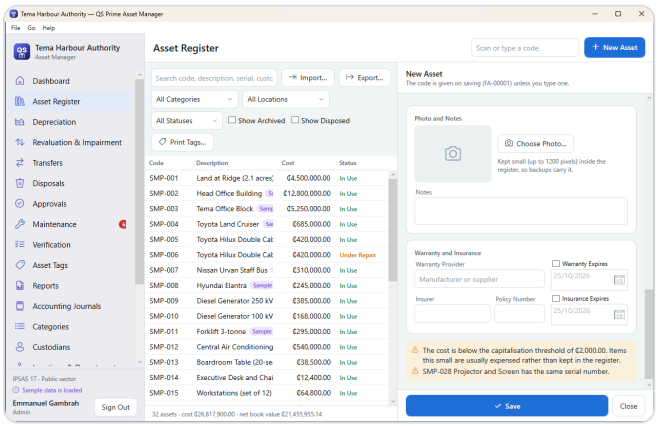


Further down: acquisition, cost, status, supplier, funding.

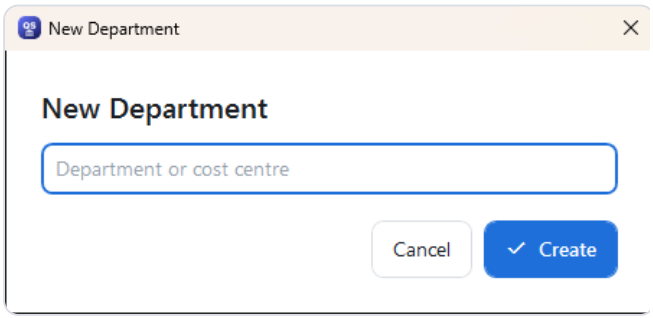
| Field | Notes |
|---|---|
| Asset Code | Leave it empty and it's given on save, next in the sequence (chapter 7); the box shows which. Or type your own. |
| Description | What it is: "Toyota Hilux Double Cabin", "Dell Latitude 5440 Laptop". Required. |
| Category | Required. It sets how the asset is depreciated; the policy shows under it. |
| Sub-category | Optional free text: Laptops, Pick-ups, Generators. |
| Make, Model, Serial Number | Serial, chassis or registration number. The app warns (without stopping you) if another asset has the same serial number. |
| Location, Department, Custodian | Where it is, which department or cost centre, and who is responsible for it. Changing them later is recorded as a transfer (chapter 11); with transfer approvals on, use Transfer… instead. |
| Acquisition Date | When it was acquired. Can't be in the future. |
| In-Service Date | When it started being used; depreciation will start here. It can't be before the acquisition date, and follows the acquisition date until you change it. |
| Cost | Historical cost. The app warns if it's below the capitalisation threshold (chapter 23). |
| Status | In Use, In Storage, Under Repair or Missing. Disposed is set only by a disposal (chapter 12). |
| Supplier, Funding Source | Who it was bought from; who paid for it (when funding sources are switched on: Government of Ghana, IGF, a donor grant). |
| Invoice / Reference | The invoice, LPO or GRN number. |
| Depreciation | The category's policy, or the asset's own; units for units of production; the opening balance; and where it stands now. See below. |

| Field | Notes |
|---|---|
| Warranty and Insurance | Who gives the warranty and when it ends; the insurer, policy number and when the cover ends. Tick **Warranty Expires** or **Insurance Expires** to enter the date. The dates can't be before the acquisition date; the Maintenance screen warns before they come (chapter 14), and a red line here says when they're near or past. |
| Maintenance | The latest jobs on the asset and its schedules, each a click away on the Maintenance screen; **Record Maintenance...**, **New Schedule...** and **Print Tag...** (chapter 14). |
| Revaluation, Impairment and Verification | The cost or valuation, the revaluation surplus and any accumulated impairment; each revaluation and impairment (click one to open it); when the asset was last verified, and in which count; **Revalue...**, **Record Impairment...** and **Reverse Impairment...** (chapter 15). Once an asset is revalued or impaired its cost and opening balance are fixed, because the new figures were worked out from them. |
| Movements | Every transfer and disposal of the asset, newest first; click one to open it. **Transfer...** and **Dispose...** start one. A disposed asset shows when and how it went. |
| Photo and Notes | **Choose Photo...** takes any picture; it's scaled down (up to 1200 pixels) and kept inside the register, so backups carry it. Notes: anything worth knowing. |

Every list field has a **+** beside it: type a name and it's added to that list at once and chosen (fill in the rest later on its own screen).

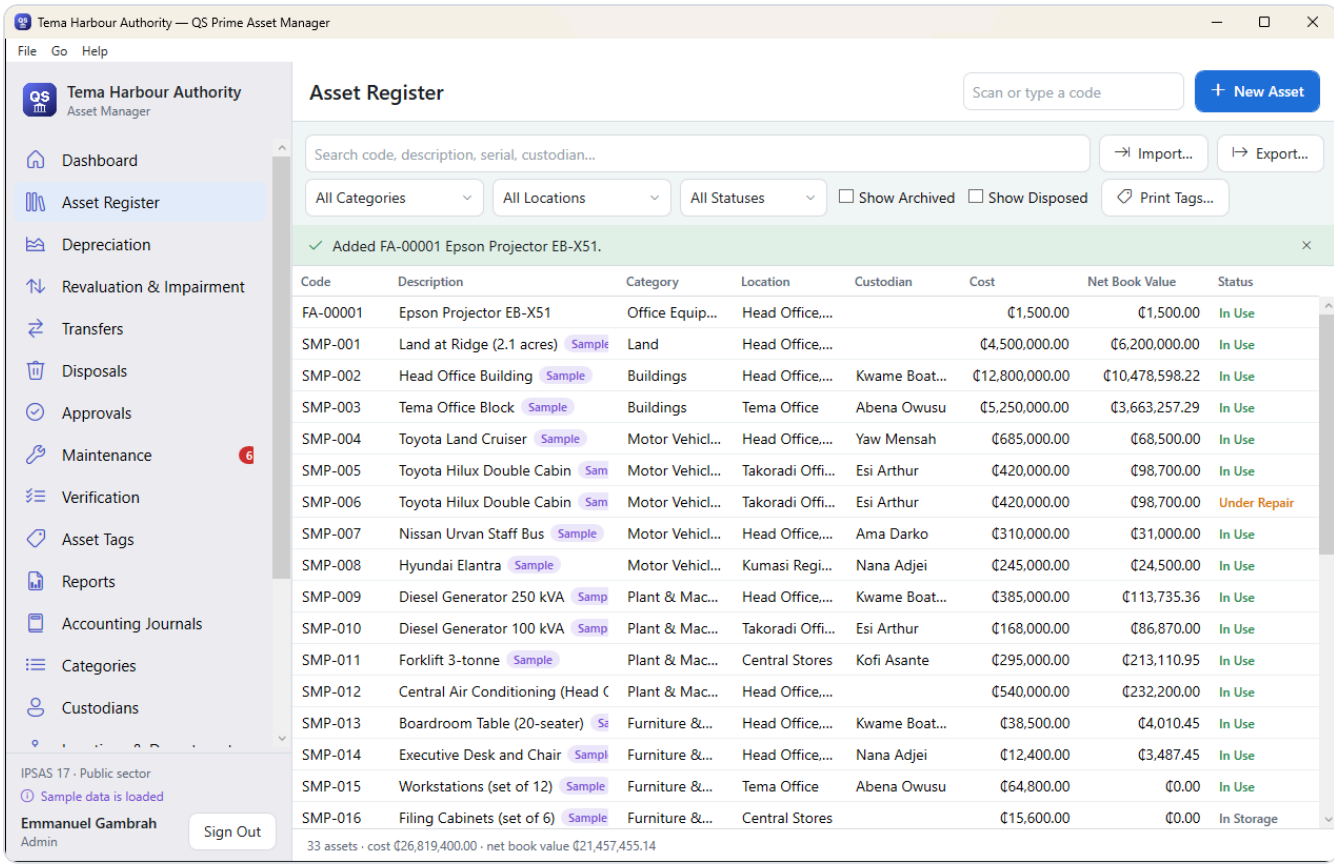



Warnings don't stop a save: below the capitalisation threshold, and a serial number another asset already has.




The + beside Department.

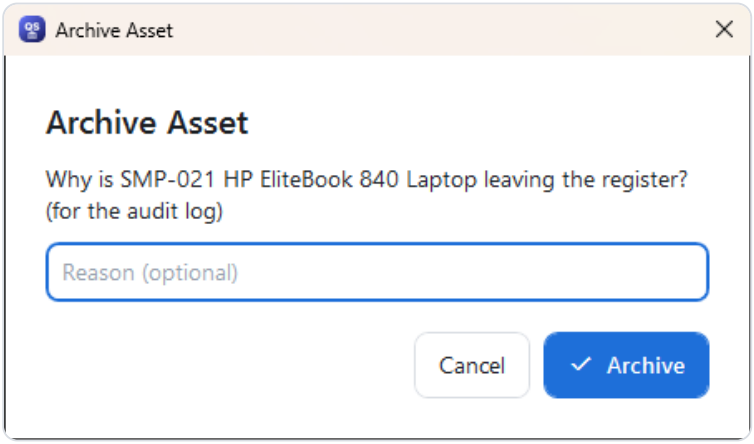
**Save** (Ctrl + S) checks the asset, saves it, and closes the form. If something is wrong (no category, say), nothing is saved and the app says why in red. **Close** leaves without saving.




Saved: the new asset got the next code, FA-00001.

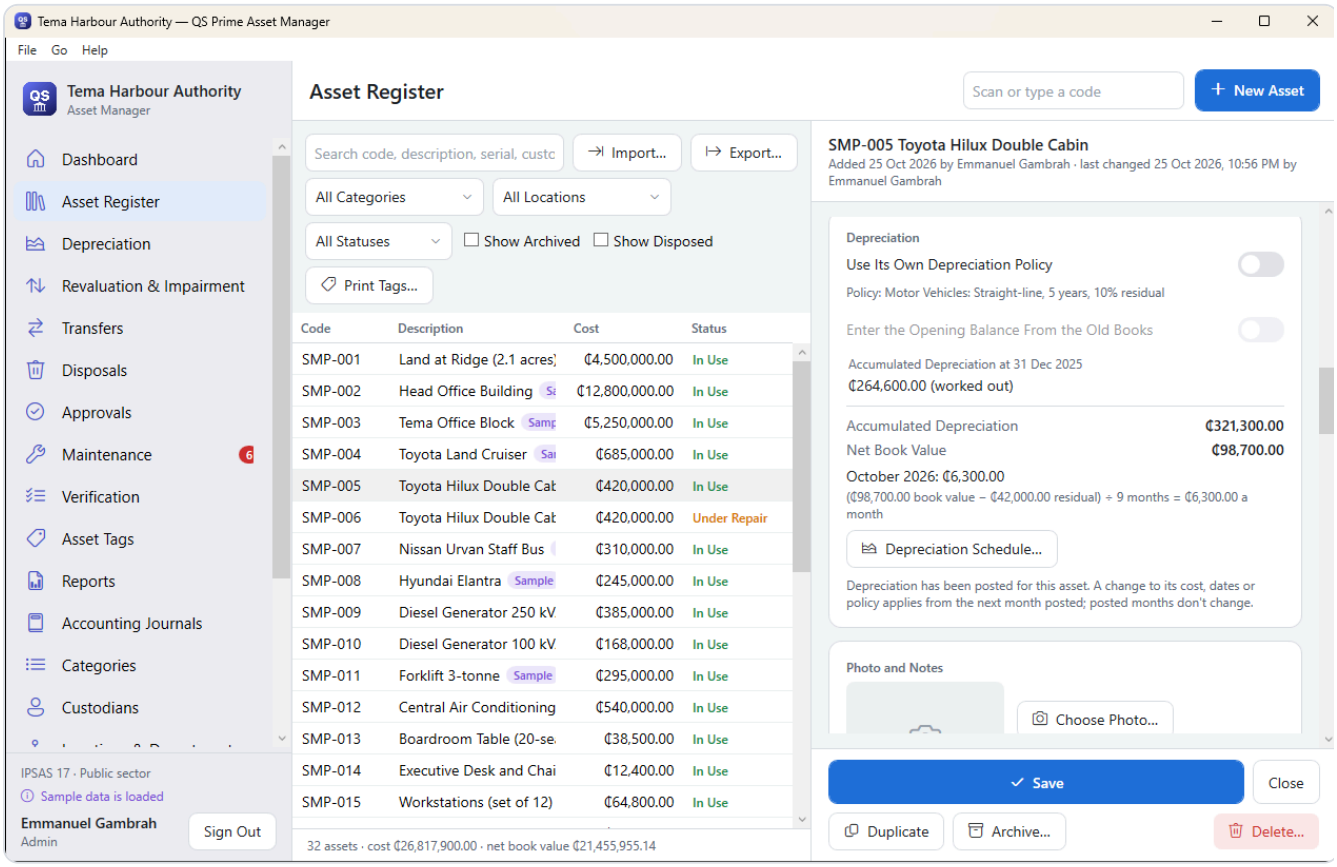
## Duplicate, archive, delete

- **Duplicate** starts a new asset with the same details — handy for a batch of identical laptops. The code, serial number and photo are left empty.
- **Archive…** takes an asset out of the register and the dashboard but keeps it and its history. It asks for a reason for the audit log. Tick **Show Archived** to see it, then **Bring Back**. Use this for items that shouldn't be in the register.
- **Delete…** (admins only) is for an asset entered by mistake, such as a duplicate. It asks for the reason. Deleting can't be undone, and the audit log keeps a full record of what was deleted and by whom.




Archiving asks why, for the audit log.

## The Depreciation section

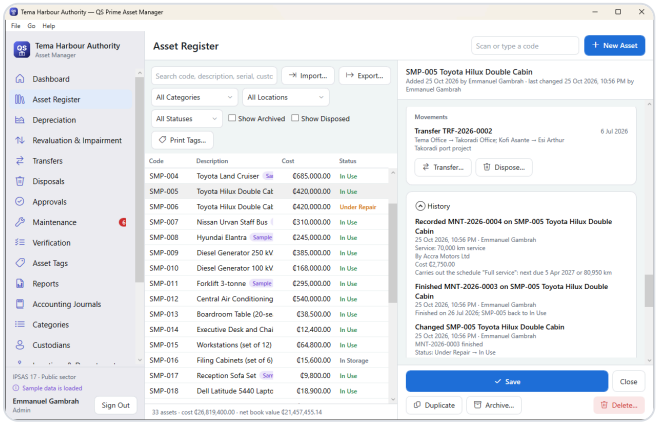



SMP-005: the category's policy, its opening balance worked out from the policy, where it stands, and next month's charge with the working.

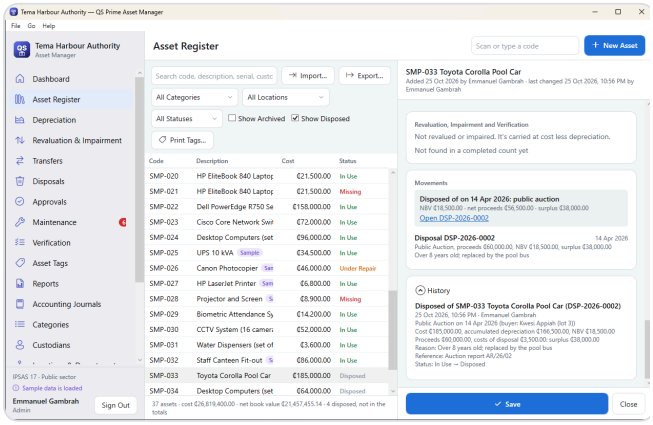
- **Use Its Own Depreciation Policy** (admins only): a method, useful life or rate, and residual value (as a percentage of cost or an amount) for this asset alone, instead of the category's. The asset keeps its category.
- **Expected Total Units** and **Units Are** (units of production): what it's expected to deliver over its life, such as 20,000 hours. Until the total is entered, it's depreciated straight-line over the useful life.
- **Enter the Opening Balance From the Old Books** (in service before the go-live month): the accumulated depreciation it had at the go-live date. Leave it off and it's worked out from the policy. It can't change once depreciation is posted for the asset.
- Under them: **Accumulated Depreciation**, **Net Book Value**, and what the next month will charge, with the working.
- **Depreciation Schedule...** shows every month posted and the months ahead (chapter 10).

Duplicate leaves the opening balance empty. An asset with depreciation posted, a disposal or maintenance on record can't be deleted: archive it, or dispose of it if it has left the organisation.

## Movements, and disposed assets

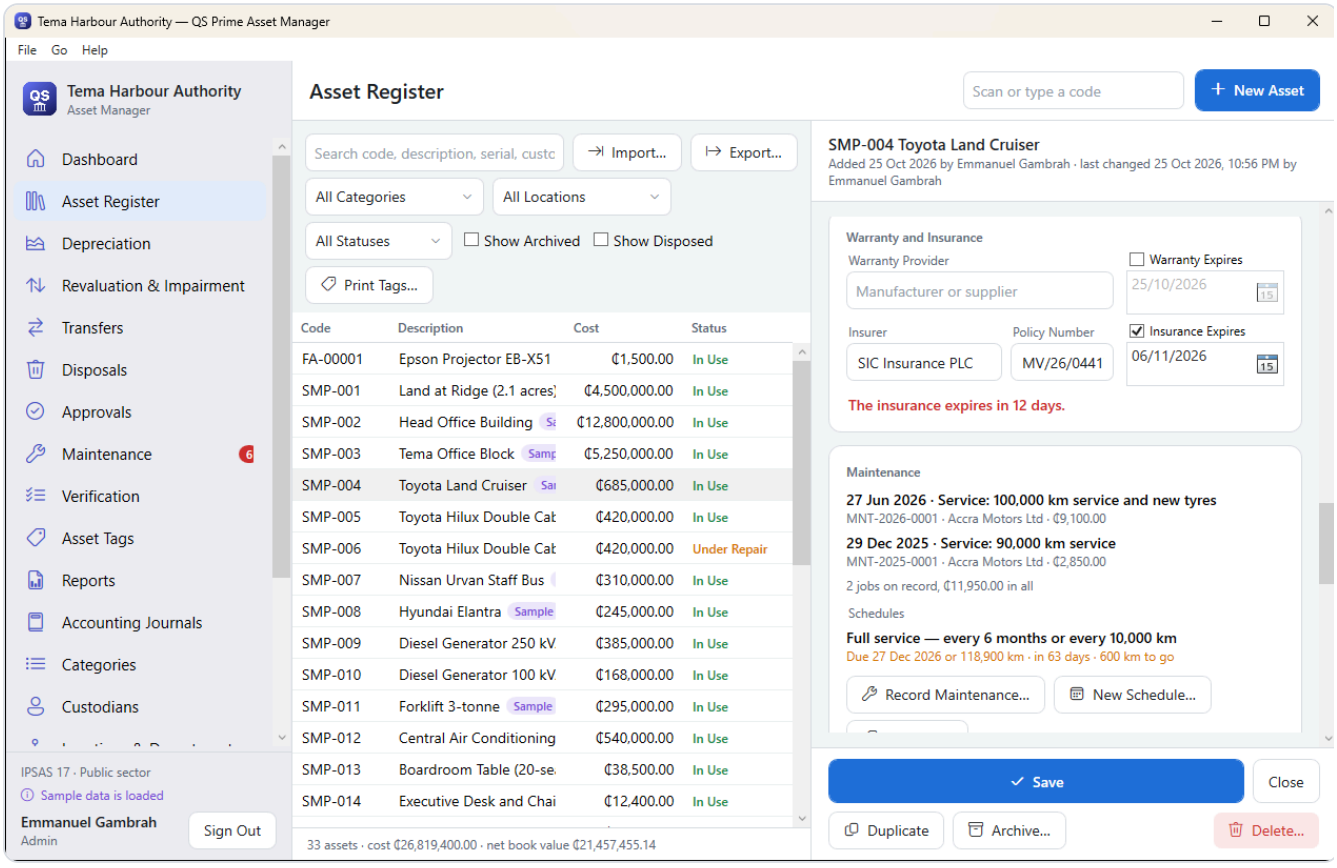


Movements: a vehicle transferred to Takoradi, with Transfer… and Dispose….



A disposed asset: its fields are locked; only its notes and photo can change.

## Warranty, insurance and maintenance




SMP-004: insurance with SIC running out in 12 days, the vehicle's services, and its schedule by months or km.

# 7. Asset codes

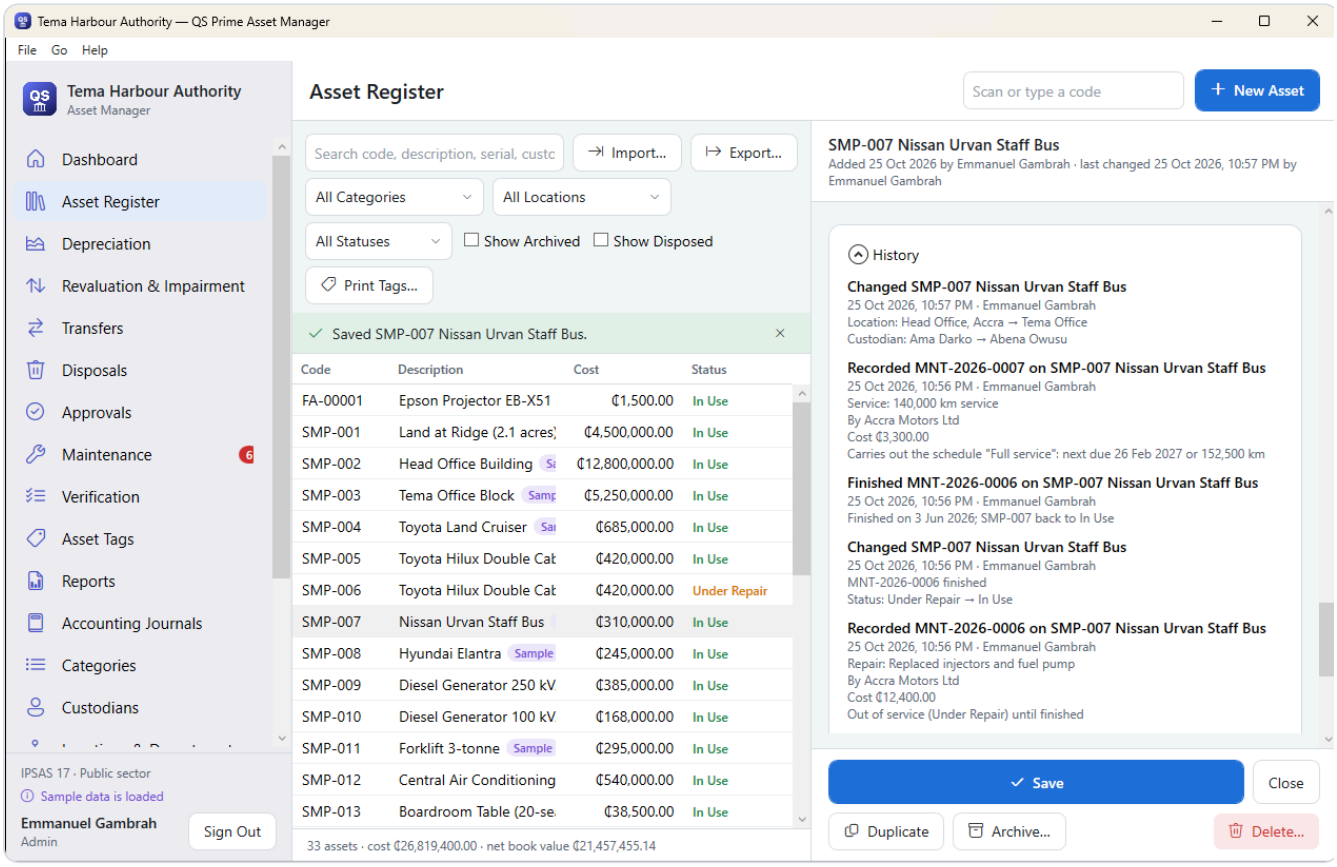
New assets are numbered in sequence: FA-00001, FA-00002… The asset form shows the code the next asset will get. In Settings › Asset Codes you can change the prefix (for example GMA/), the number of digits and the next number.

- Codes are unique, whatever the capitals.
- A code you type or import in the same pattern (FA-00040) moves the sequence past it, so the next automatic code never clashes. A code in another pattern (GMA/VEH/0012) is simply kept as it is.
- Changing the prefix affects new assets only; existing codes never change.
- Sample assets use their own series (SMP-001…), so they don't use up your numbers.

> **Asset tags**
> Asset Tags prints these codes as barcode or QR code labels, and the Scan box opens an asset from its tag (chapter 14).

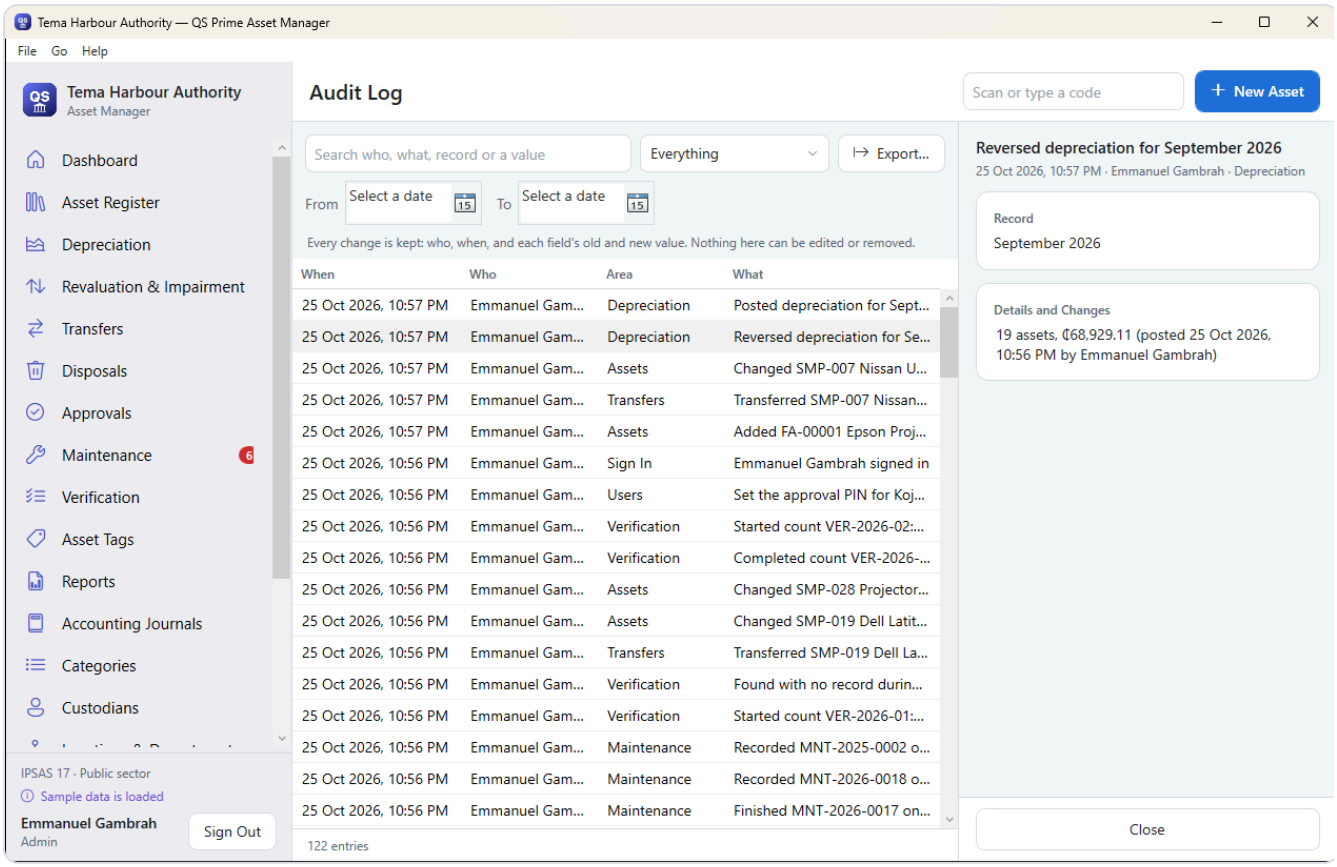
# 8. History and the audit log

Every change is recorded: who made it, when, and for every field the value before and after. Nothing can edit or remove these records — not even an admin — and they're kept when the record they're about is deleted. Each asset's form ends with its own **History**.




An asset's history: SMP-007 moved to the Tema Office and Abena Owusu on its form, recorded as a transfer too.

The **Audit Log** (Ctrl + 0) lists every change in the register: assets, categories and their policies, depreciation (posted, reversed and locked months, usage, the go-live month), transfers, disposals, board-of-survey lists, approvals, lists, users, settings, imports, exports, backups and sign-ins. Search it, narrow it by area, or by dates. Click an entry to see each field before and after.



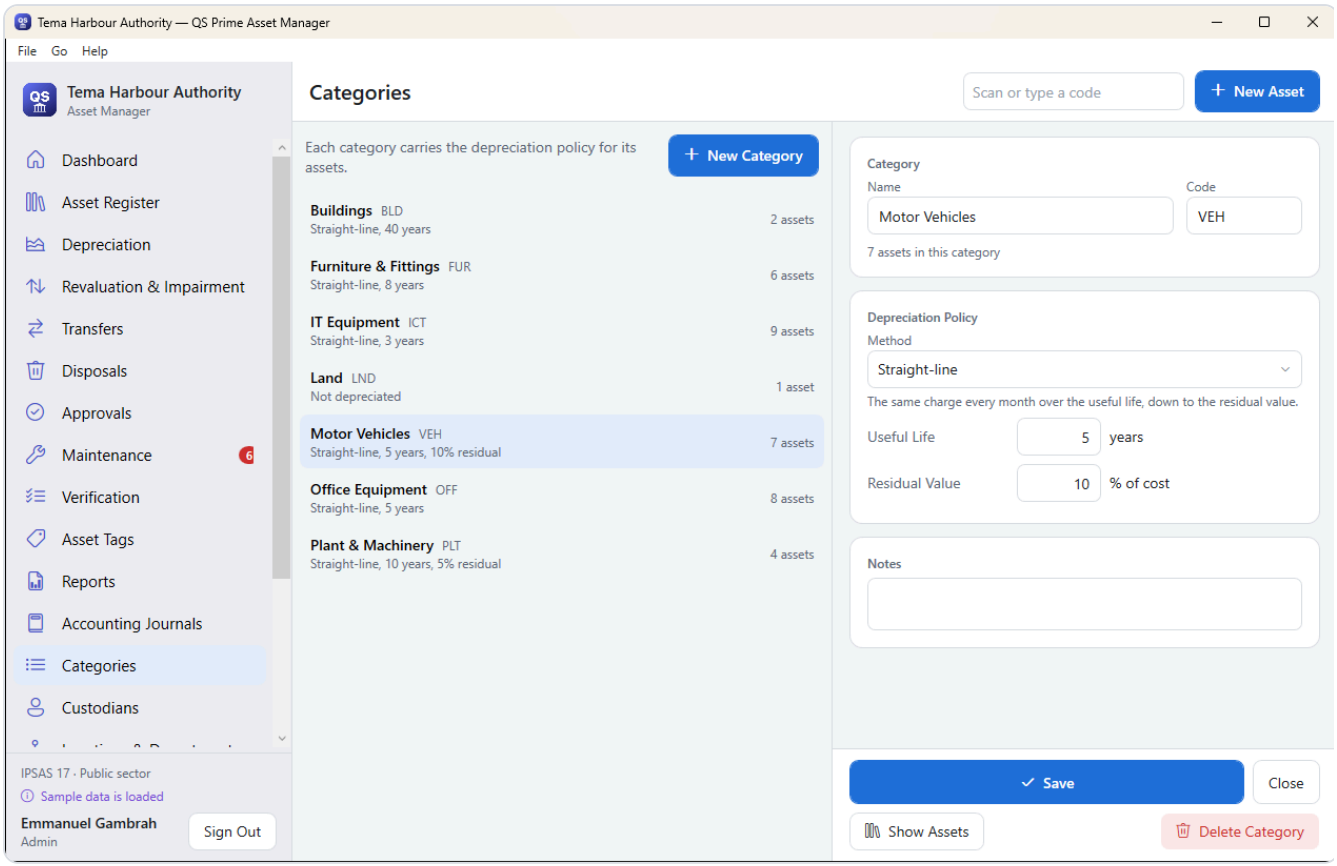

The Audit Log with an entry open: every field of the new asset.

**Export...** saves the entries shown as a CSV file for Excel, headed with the organisation, the period and who exported it — ready to hand to an auditor. Exporting is recorded in the log too.

# 9. Categories and depreciation policy

Each category sets how its assets are depreciated. The register starts with these (change them to match your accounting policy):

| Category | Code | Starting policy |
|---|---|---|
| Land | LND | Not depreciated |
| Buildings | BLD | Straight-line, 40 years |
| Motor Vehicles | VEH | Straight-line, 5 years, 10% residual |
| Plant & Machinery | PLT | Straight-line, 10 years, 5% residual |
| Furniture & Fittings | FUR | Straight-line, 8 years |
| Office Equipment | OFF | Straight-line, 5 years |
| IT Equipment | ICT | Straight-line, 3 years |




Categories with their policies, and Motor Vehicles open.

| Method | How it works |
|---|---|
| Straight-line | The same charge every month: (cost − residual value) ÷ useful life. |
| Reducing balance | A fixed percentage a year of the book value, so the charge is highest early on. |

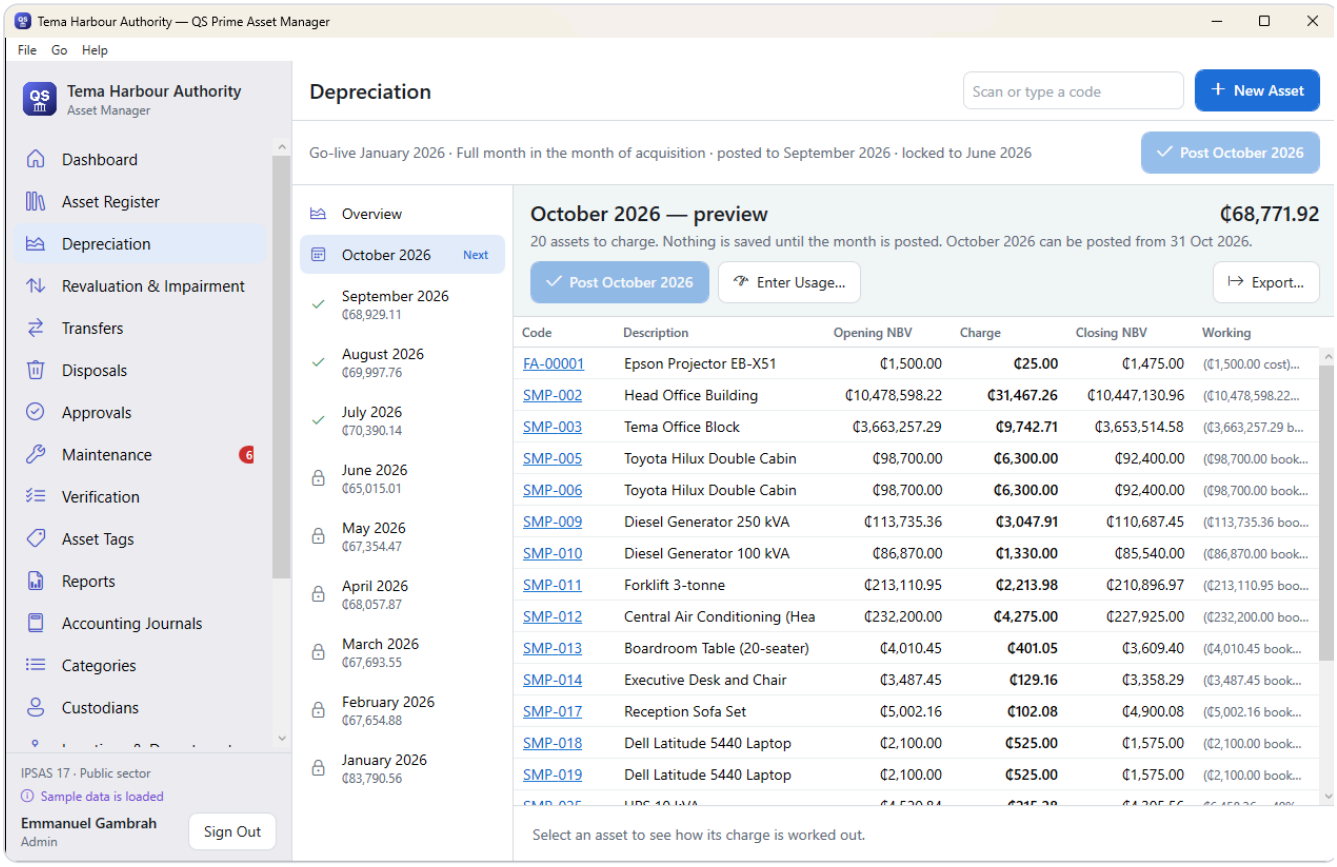
| Method | How it works |
|---|---|
| Units of production | By use — kilometres or machine hours — against the total each asset is expected to deliver. |
| Not depreciated | Land, and assets that don't wear out such as heritage assets. |

Admins and asset officers add and rename categories. Only an admin can change a depreciation policy, because it's accounting policy; every change is in the audit log with the old and new values. **Show Assets** opens the register filtered to the category. Deleting a category keeps its assets, but they have no category (and no policy) until you choose another.

> **When a policy changes**
> A change to a category's policy applies from the next month posted: what's left of each asset's value is spread over what's left of its life. Months already posted never change (chapter 10).

# 10. Depreciation

The **Depreciation** screen ( Ctrl + 3 ) works out each month's depreciation for every asset from its policy, and keeps it once you post the month. The list on its left has the **Overview**, the **next month** to post, and every month posted. The line along the top says how depreciation is set up and how far it's posted and locked.



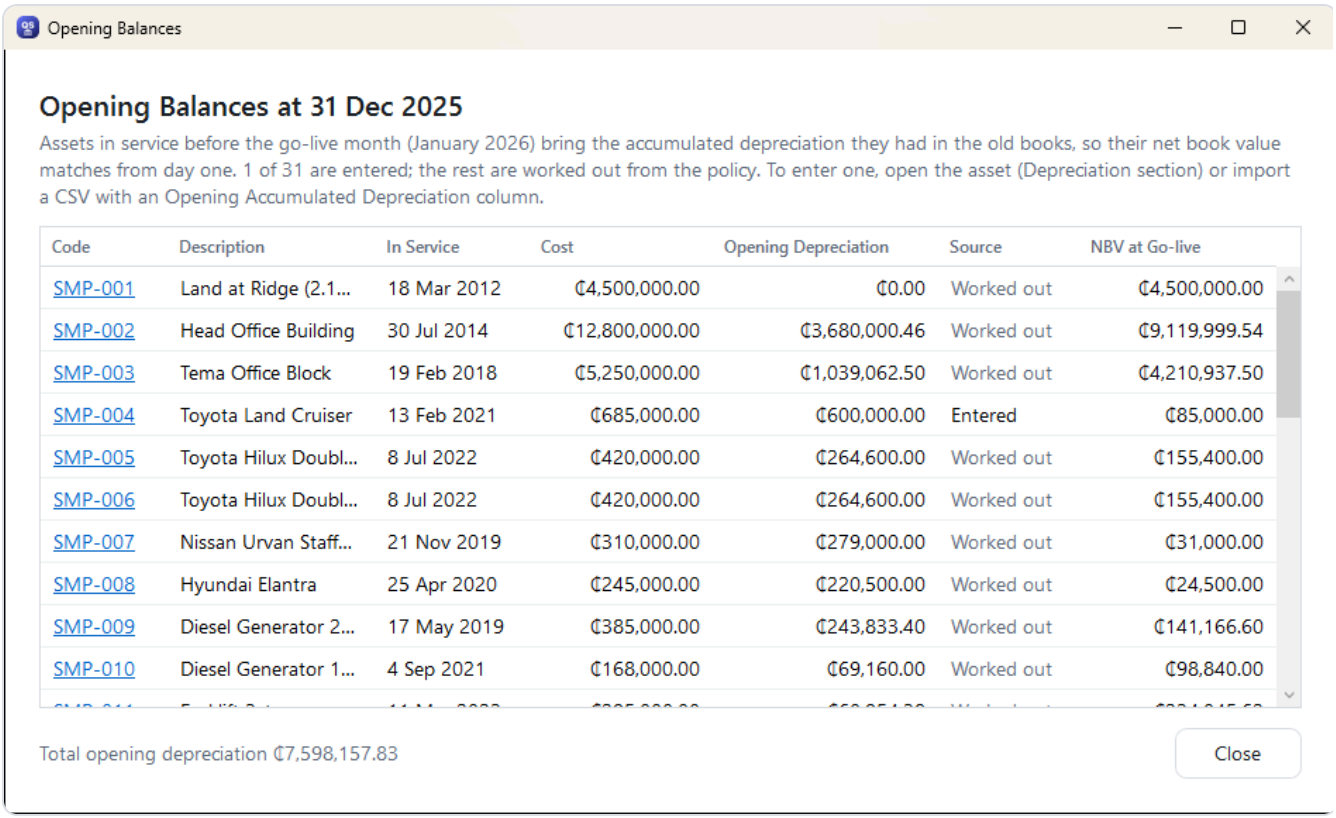

The next month: a preview of every asset's charge. Nothing is saved until the month is posted.

## Before the first month: the go-live month and opening balances

The **go-live month** is the first month the app depreciates; it's the first month of this financial year unless an admin chooses another on the Overview. Assets in service before it bring the depreciation they already had — their **opening balance** at the day before:

- **Entered** from your old books, on the asset (Depreciation section, chapter 6), or in an import with an Opening Accumulated Depreciation column (chapter 21);
- or **worked out** from the policy, as if the asset had always been depreciated that way.

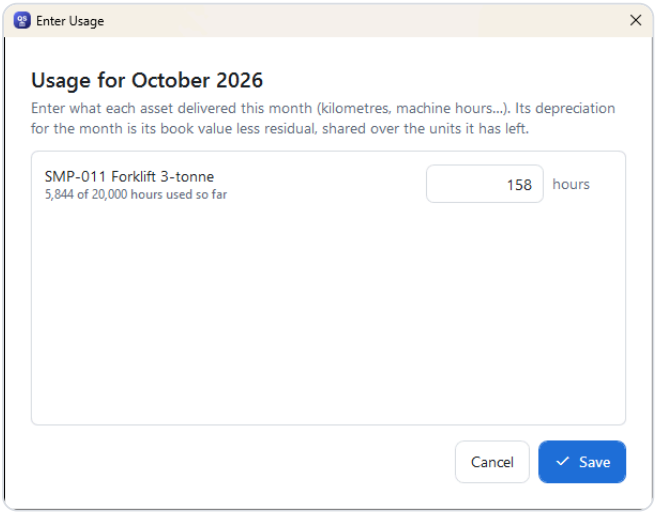
**Opening Balances…** lists every asset that brings one, how much, and where it came from. Click a code to open the asset. Posting the first month keeps the worked-out balances as they stand and fixes the go-live month and the convention.



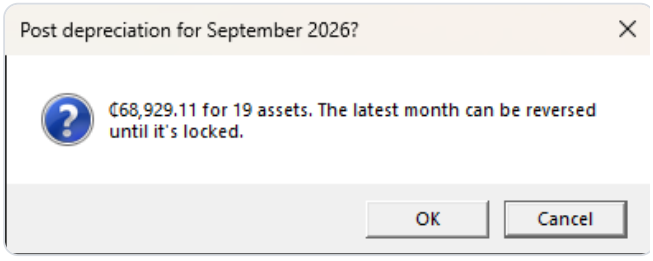

Opening balances at 31 December 2025: the Land Cruiser's is entered from the old register, the rest are worked out.

## Posting a month

1. Open the next month. Check the preview: each asset's book value before, the charge, the book value after, and the working. Click a row to see its whole working underneath.
2. For units-of-production assets, press **Enter Usage…** and type what each delivered this month (kilometres, machine hours). An asset with no usage entered isn't charged that month.
3. Press **Post** (a month can be posted from its last day). The app says how much, for how many assets, and asks.



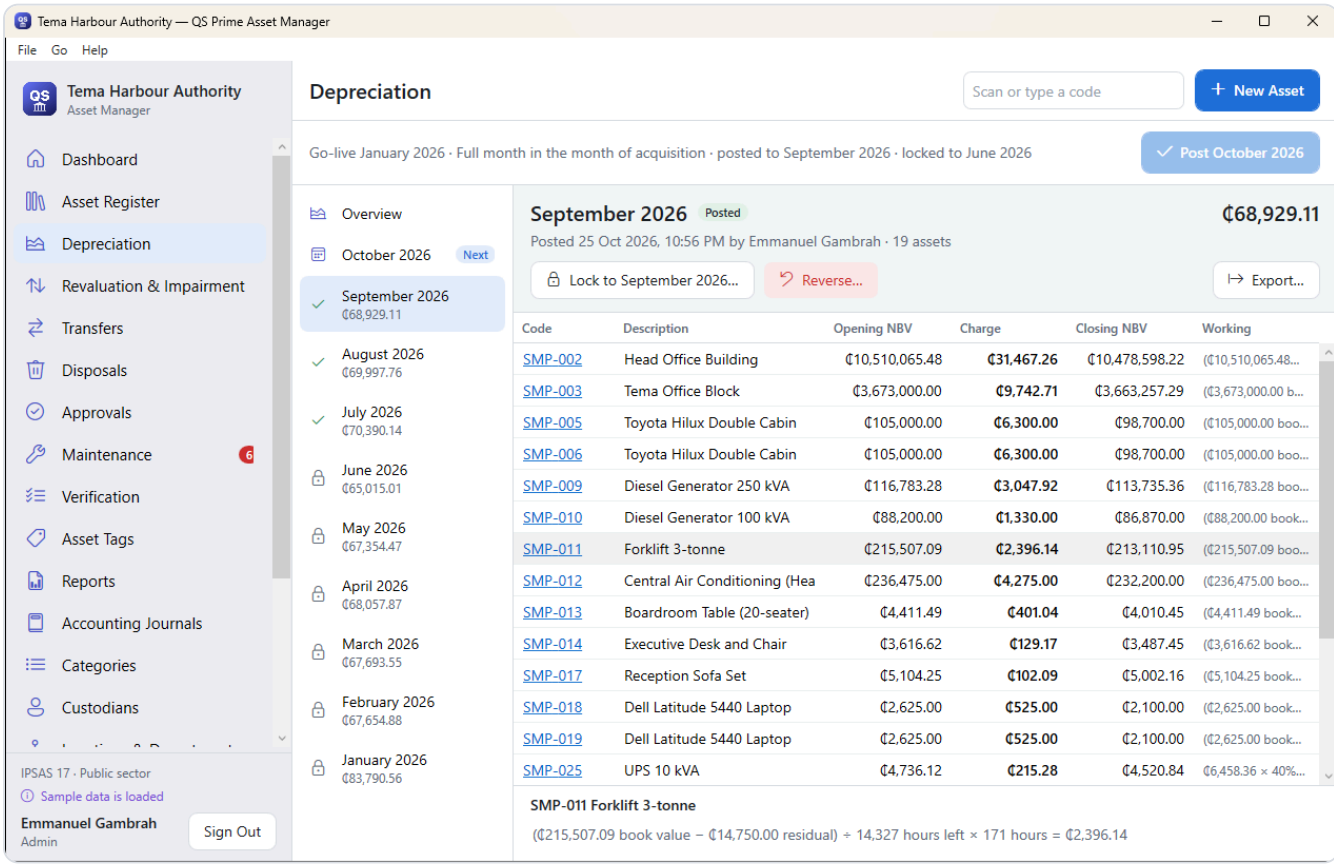

Enter Usage: the forklift's hours for October.




Post asks first.

Months are posted one at a time, in order. Notes above the preview point out anything to look at: charges that catch up earlier months (an asset added late, or brought back from the archive — posted as an

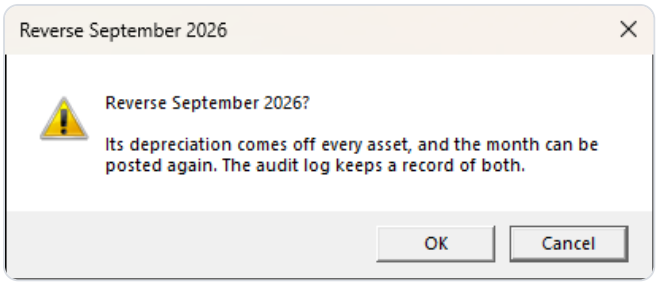
**Adjustment**), units-of-production assets without usage, assets with no category. A disposed asset's last charge (chapter 12) is posted with the month it falls in, marked with the disposal's number; a month can't be posted while a disposal dated in it is waiting for approval.



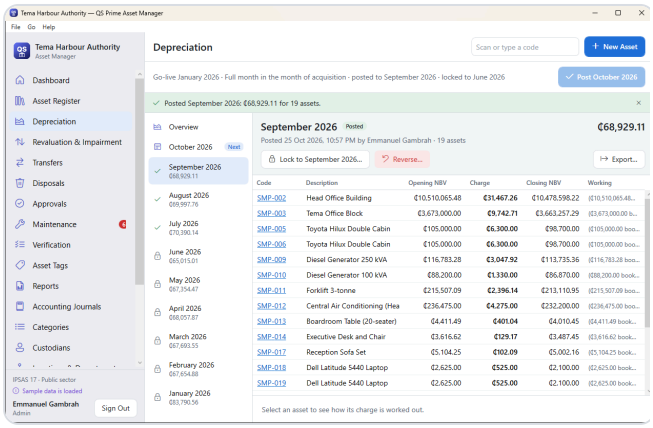

A posted month, with the forklift's working: (book value − residual) ÷ hours left × hours used.

## Reversing and locking

- **Reverse...** takes the latest month's depreciation off every asset, so it can be posted again — for example after correcting a policy or a usage figure. Only the latest month, and only until it's locked.
- A month can't be reversed while a disposal's figures used it (the asset was disposed of after that month was posted): reverse the disposal first.
- **Lock to ...** (admins) locks that month and every posted month before it, for good: they can't be reversed, and any correction goes into the next open month as an adjustment. Lock a month once its accounts are closed.




Reverse asks first; Cancel is the default.




Posted again.

**Export...** saves the preview or a posted month as a CSV file for Excel, with every working.

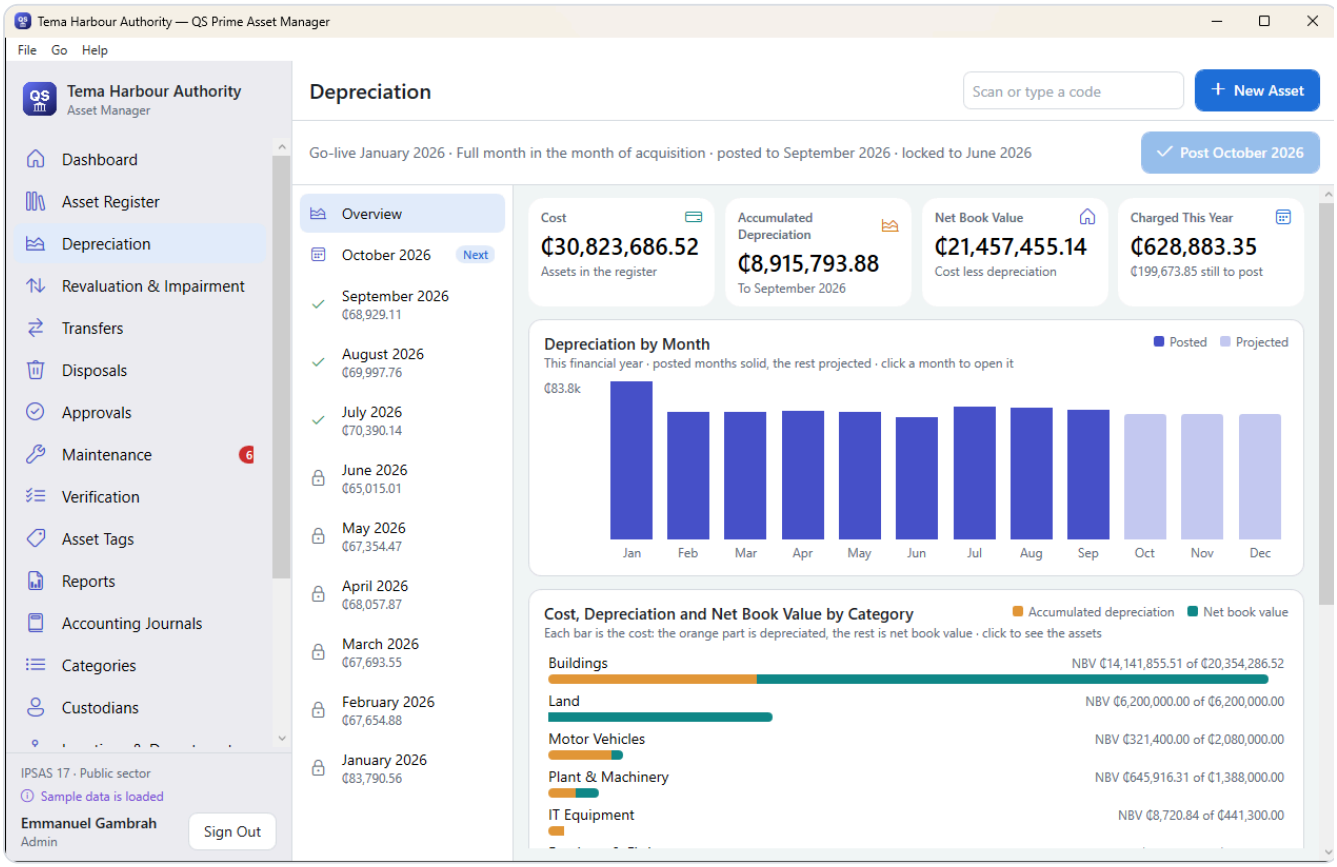
## How the charge is worked out

| Method | Each month |
|---|---|
| Straight-line | (book value − residual value) ÷ months of life left. Without changes, that's the same every month: (cost − residual) ÷ useful life. The last month takes the book value exactly to the residual value. |
| Reducing balance | The book value at the start of the financial year × the yearly rate ÷ 12. It slows down every year and stops at the residual value. |
| Units of production | (book value − residual value) ÷ units left × units used this month. |

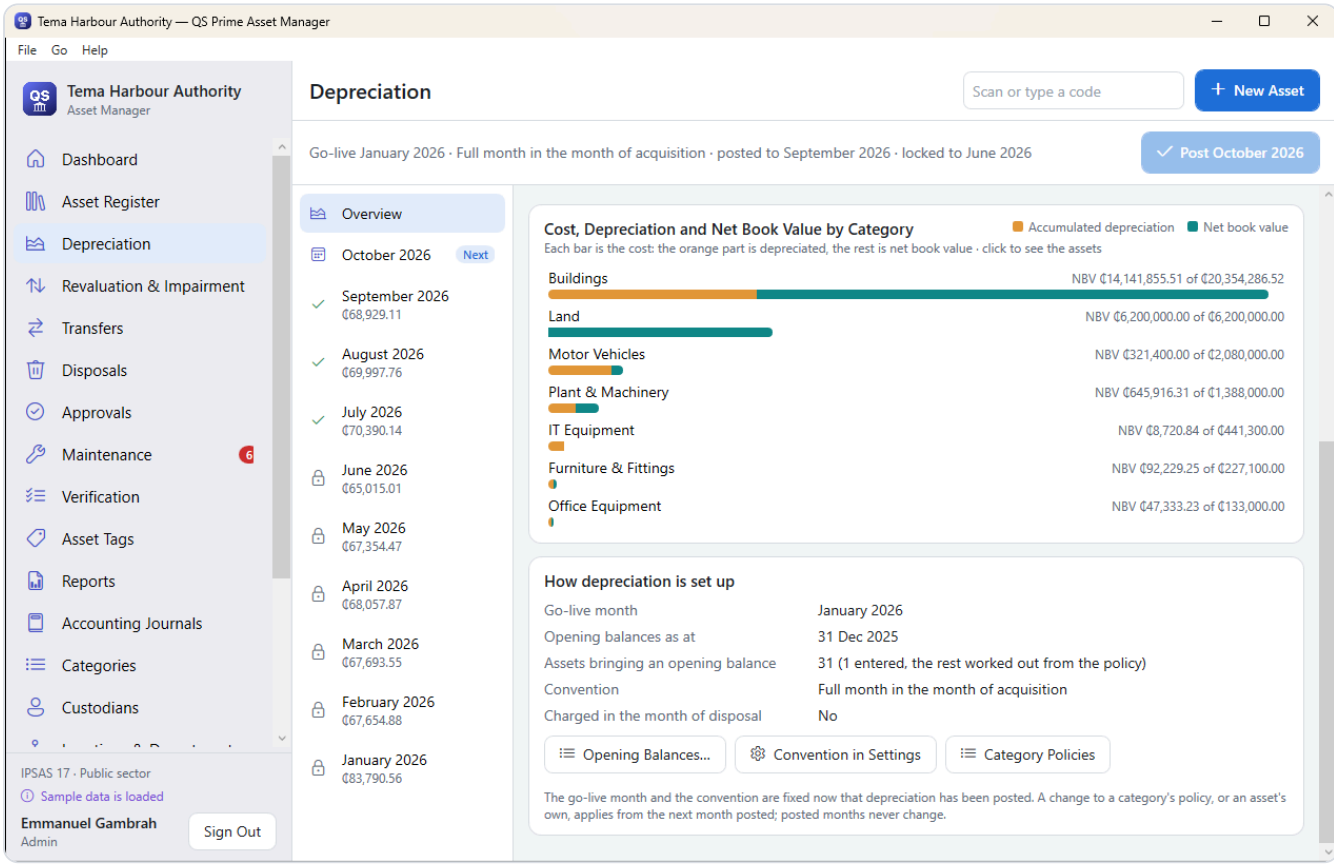
Months posted never change. A change of cost, useful life, residual value or policy applies from the next month posted, spreading what's left over what's left of the life. Amounts are worked out to the pesewa, and the rounding corrects itself month by month.

| Convention (Settings) | The first month |
|---|---|
| Full month in the month of acquisition | An asset put into service on any day of a month is charged for that whole month. The usual choice. |
| Pro-rata by days | Only the days in service that month (in service on the 15th of a 31-day month: 17 days). |
| Full year in the year of acquisition | The whole financial year in which it goes into service, whatever the month. |

# The overview



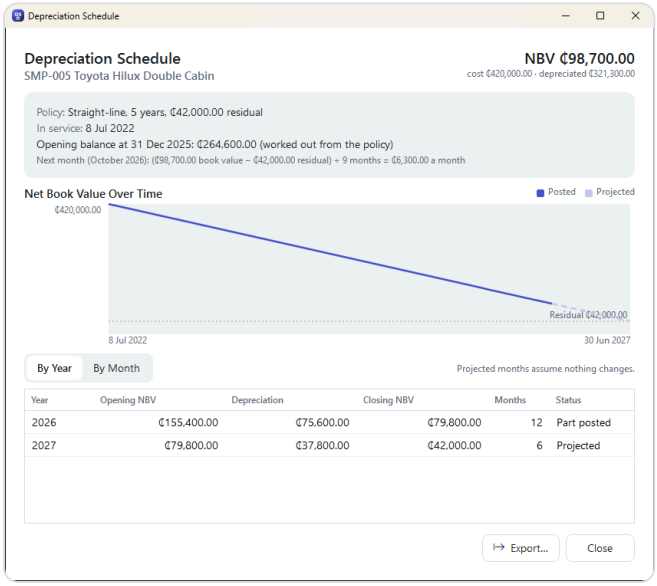

The overview: cost, accumulated depreciation, net book value and this year's charge, and depreciation by month.



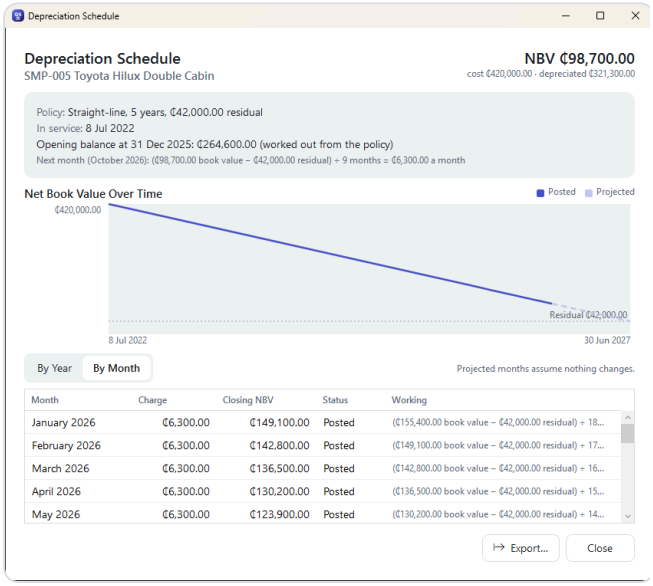

Further down: by category, and how depreciation is set up, with the links to opening balances, the convention and the category policies.

## One asset's schedule

On the asset form, **Depreciation Schedule…** shows the policy, the opening balance, the net book value over the asset's life (posted solid, projected dashed), and the schedule by year or by month. **Export…** saves it for Excel. Units-of-production assets can't be projected, since their charge depends on use.




The Hilux's schedule by year.

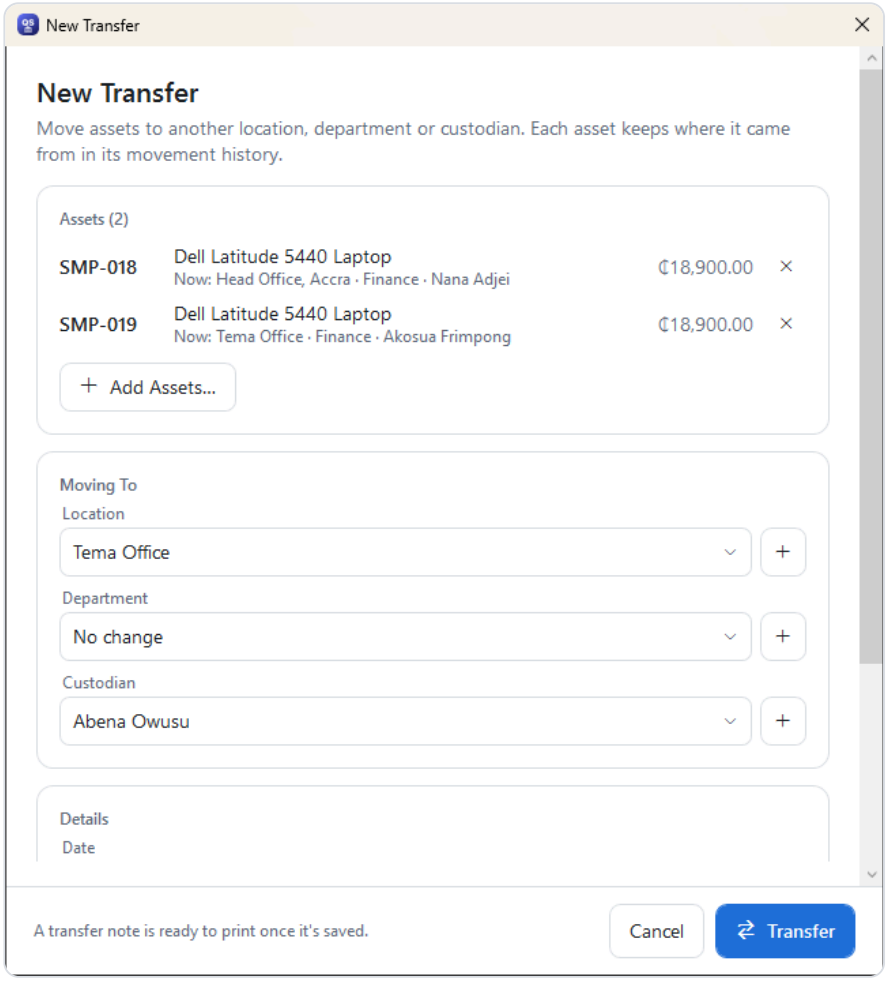



By month, with the working.

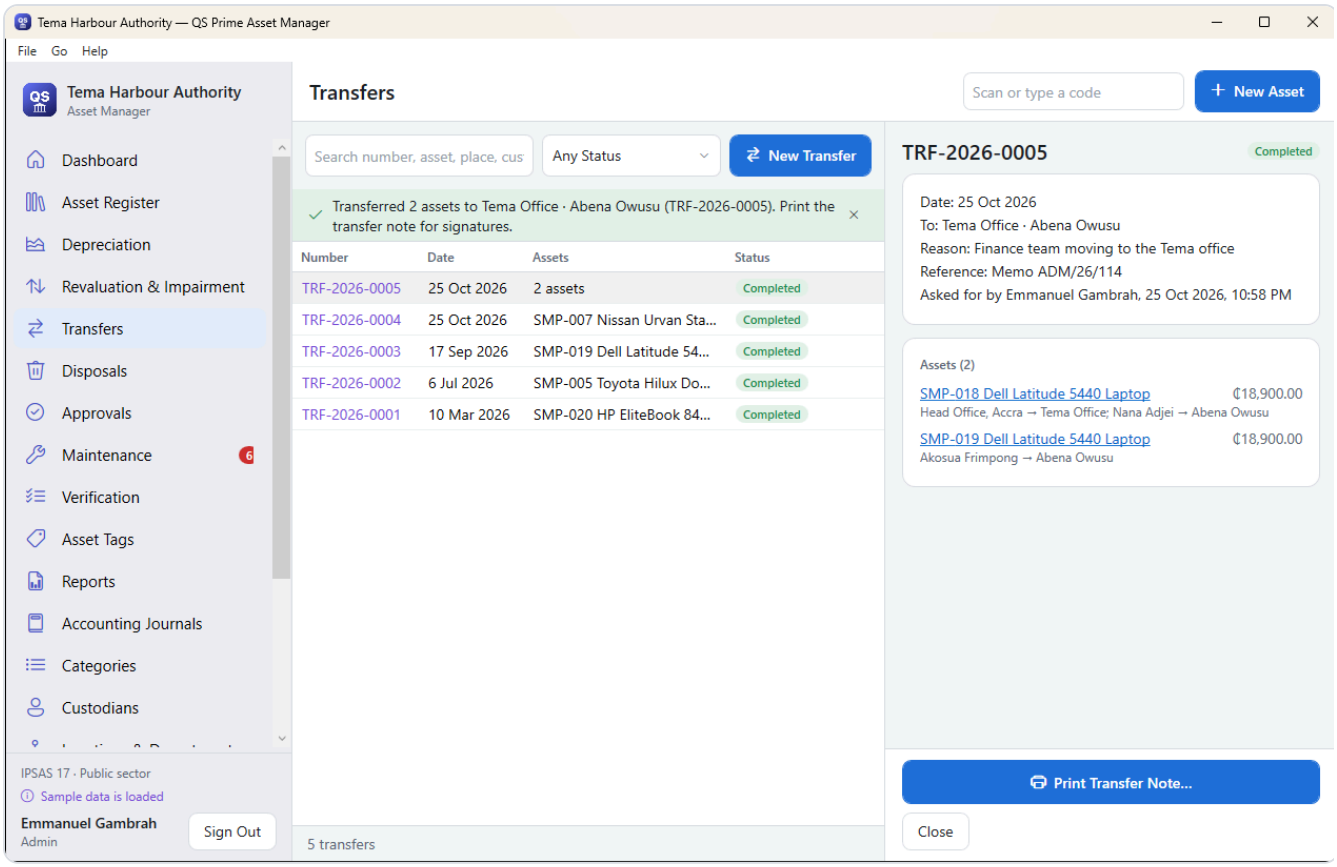
# 11. Transfers

A transfer moves one or more assets to another location, department and/or custodian: a vehicle reassigned to a new driver, furniture for a new office, laptops for another department. Each transfer has a number (**TRF-2026-0004**), a date, a reason and a transfer note to print and sign. Admins and asset officers make transfers.

1. Press **New Transfer** on the Transfers screen (Ctrl + Shift + T, or File › New Transfer…), or **Transfer…** on an asset.
2. **Add Assets…** to choose everything that's moving together. The × beside an asset takes it off again.
3. Under **Moving To**, choose the new location, department and/or custodian. Leave a field on **No change** to keep it as it is for each asset. The **+** beside each adds a new one.
4. Enter the date (it can be earlier than today), the reason, and a reference such as a memo number if there is one.
5. Press **Transfer**. The assets move at once, or, when approvals are on and the transfer needs one, the button says **Ask for Approval** and nothing moves until it's signed off (chapter 13).

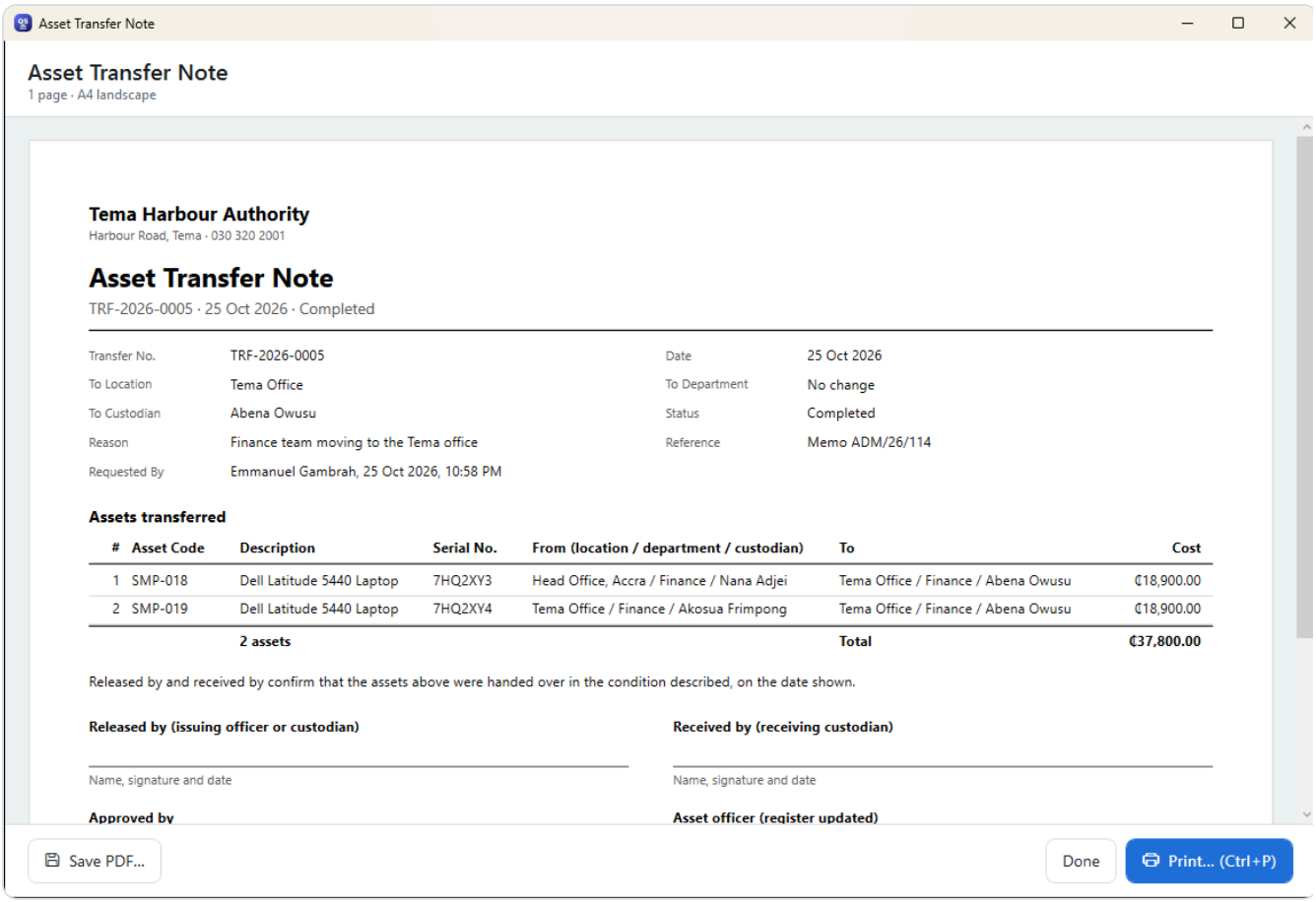



A new transfer: two laptops going to the Tema Office and Abena Owusu.




The Transfers screen: every transfer, with the one selected on the right.

The list shows every transfer with its date, assets, destination, status, who asked for (and approved) it and the cost; search it or filter by status. Click one for its details, each asset's move ("Head Office, Accra → Tema Office; Nana Adjei → Abena Owusu") and **Print Transfer Note...**. Click an asset to open it.

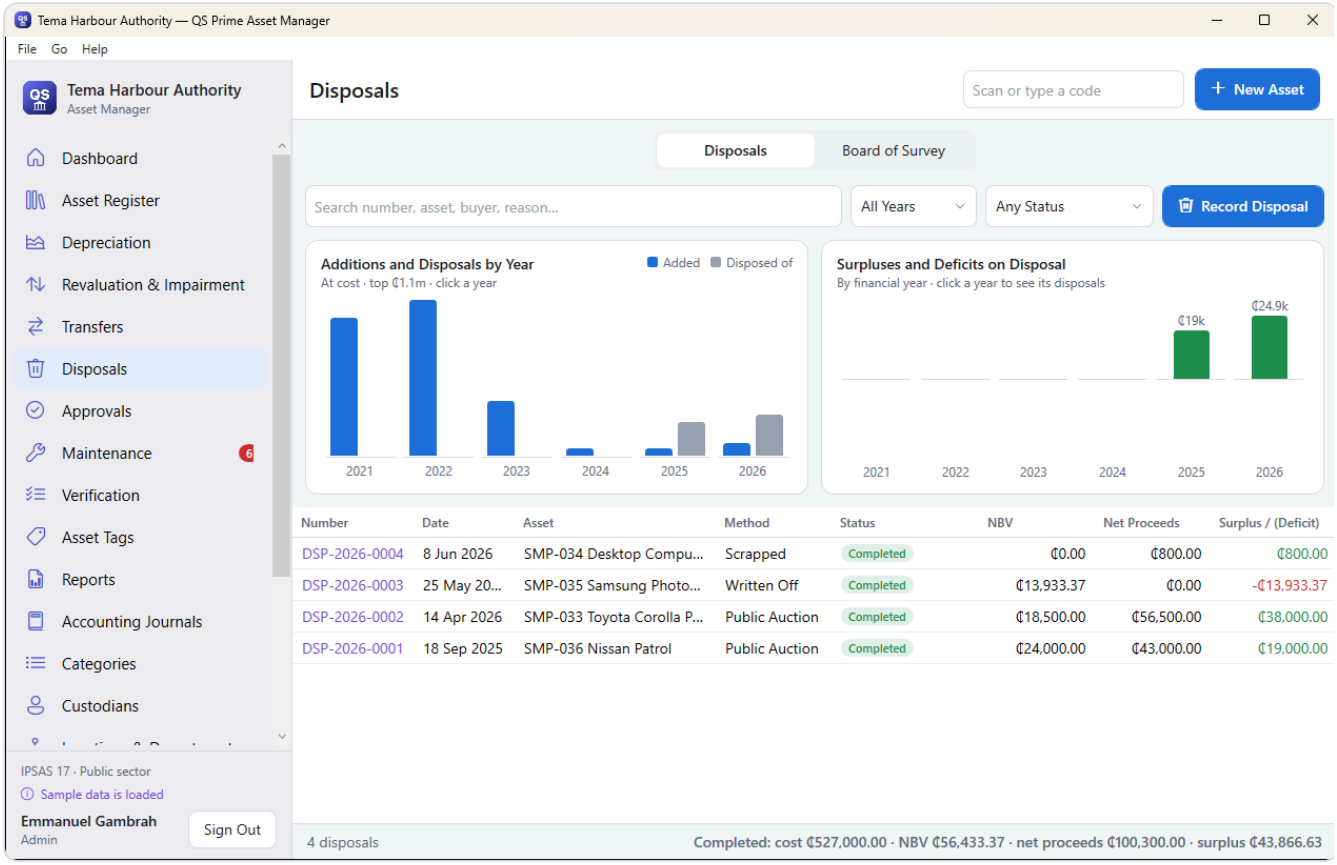



The transfer note: the assets, where each came from and went, the total, and lines for the people who release, receive and approve.

- The transfer note opens on screen as it prints (A4, across the page): **Print...** (Ctrl + P) it for signatures, or **Save PDF...** to file it.
- Every asset records the move under **Movements** on its form, and in its history field by field (chapter 6).
- Changing an asset's location, department or custodian on its form is recorded as a transfer too, with the reason "Changed on the asset form."; an import that moves assets records "CSV import". So the movement history is always complete.
- An asset can't be transferred while it's disposed of, archived, or already waiting for approval; a transfer that changes nothing is refused.
- A transfer waiting for approval can be cancelled by the person who asked for it, or by an admin (**Cancel Request**).

# 12. Disposals and the board of survey

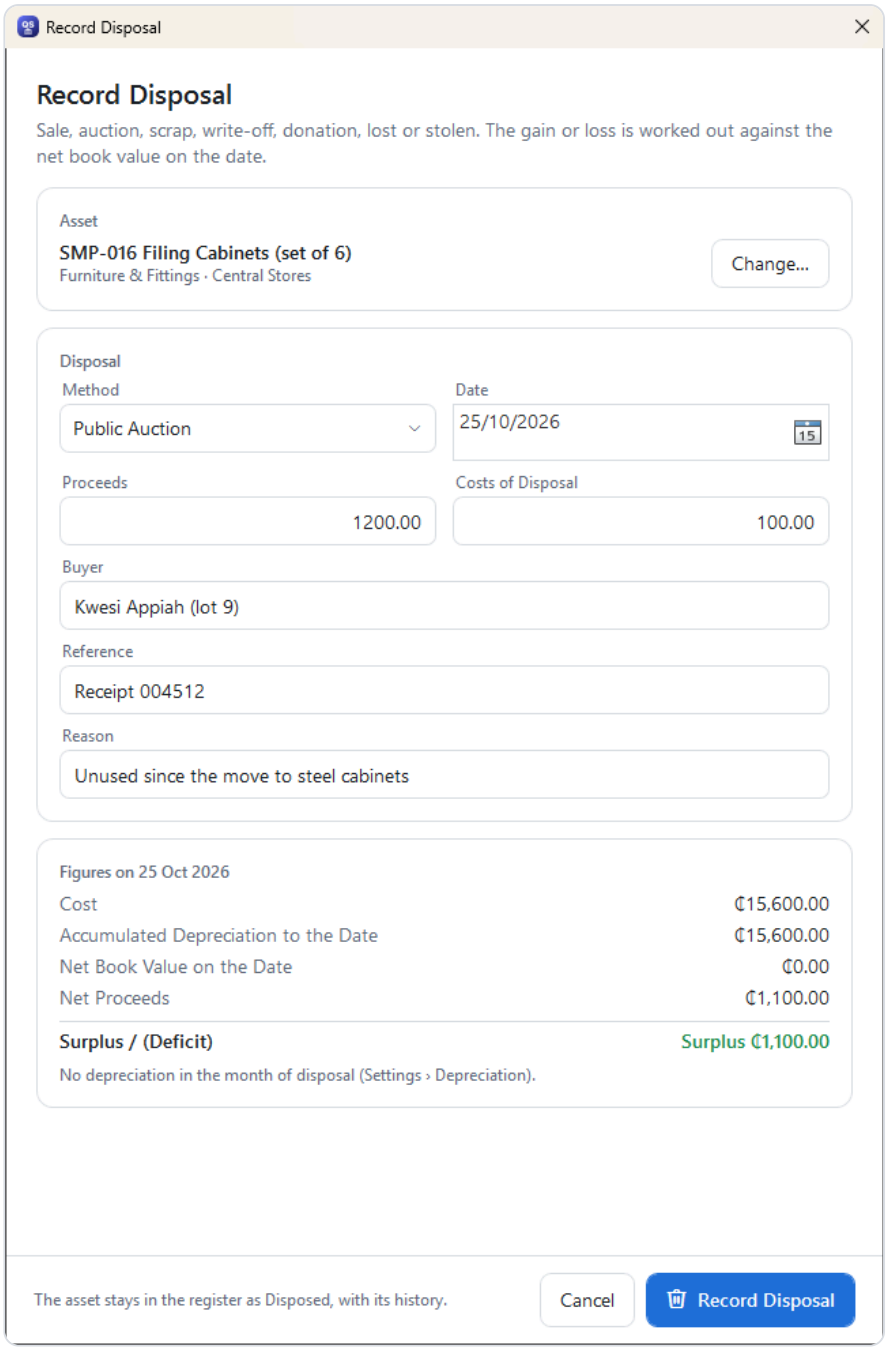
A disposal takes an asset out of the register when it leaves the organisation: **Sale**, **Public Auction**, **Scrapped**, **Written Off**, **Donated**, or **Lost or Stolen**. The app works out the **gain or loss** (under IPSAS 17, the **surplus or deficit**) against the asset's net book value on the disposal date. The asset stays in the register as **Disposed**, with all its history. Admins and asset officers record disposals. The Disposals screen (Ctrl + 5) has two tabs: **Disposals** and **Board of Survey**.




The Disposals screen: additions against disposals by year, surpluses and deficits by year, and every disposal.

## Recording a disposal

1. Press **Record Disposal** (Ctrl + Shift + D) and choose the asset, or press **Dispose...** on the asset itself.
2. Choose the method and the date, and enter the proceeds, the costs of disposal (auctioneer's fees, advertising, removal), the buyer or recipient, a reference (receipt, auction report, police extract) and the reason.
3. The figures appear as you type: cost, accumulated depreciation to the date, net book value, net proceeds, and the gain or loss.
4. Press **Record Disposal** (or **Ask for Approval** when approvals are on, chapter 13).



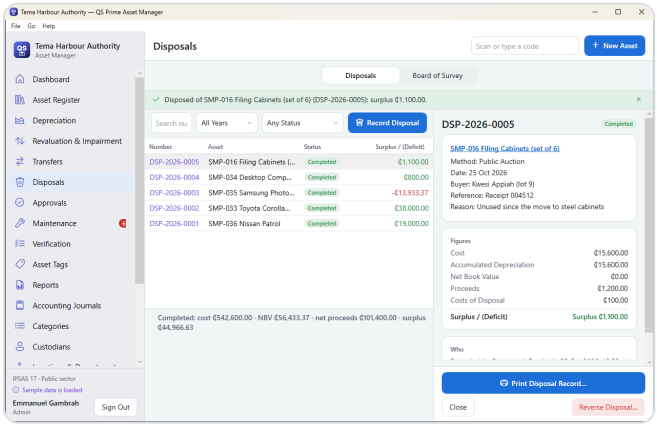

Selling the filing cabinets at auction: fully depreciated, so the whole net proceeds are a surplus.

| Figure | How it's worked out |
|---|---|
| Accumulated depreciation to the date | The opening balance and every month posted, plus, when the disposal month is still open, the charge for that month up to the date: none by default (Settings › Charge Depreciation in the Month of Disposal is off), the whole month if it's on, or the days up to and including the disposal date under the pro-rata convention. That last charge is posted with the month's depreciation run. |
| Net book value | Cost or valuation less accumulated depreciation to the date and any impairment. |
| Net proceeds | Proceeds less costs of disposal. |

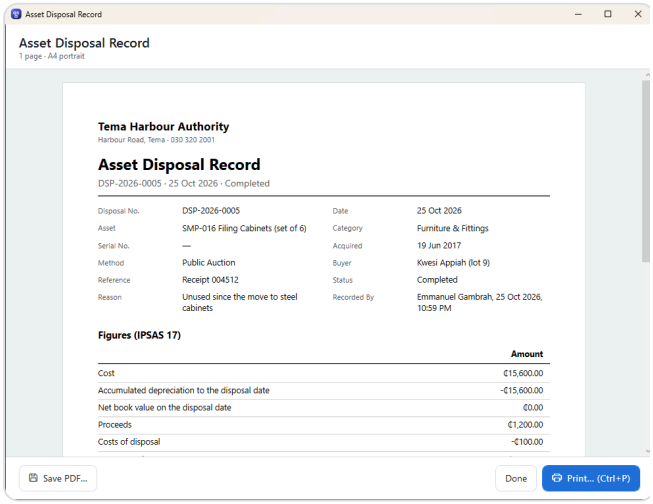
| Figure | How it's worked out |
|---|---|
| Gain / (loss) | Net proceeds less net book value. Shown as a surplus or deficit under IPSAS 17. |
| Revaluation surplus | For a revalued asset, its revaluation surplus moves straight to accumulated surplus (retained earnings). It never goes through the gain or loss. A disposal must be dated after the asset's latest revaluation or impairment (chapter 15). |

> **Which dates work**
>
> Depreciation must be up to date, so the book value is final. A disposal after the last month posted needs every month before it posted (the app says which to post). A disposal in a month already posted is accepted only if the asset wasn't charged for that month or later, as with land or a fully depreciated asset; otherwise date it after those months, or reverse them first. A disposal before the go-live month (an old one you're recording for the history) has its accumulated depreciation worked out from the policy, or you can tick **Enter Accumulated Depreciation From the Old Books** and type the old books' figure.

Click a disposal for its details, its figures, who recorded and approved it, and **Print Disposal Record...**: a one-page record of the figures with lines to sign, for the file. Click the asset's name to open it.




A disposal with its figures.



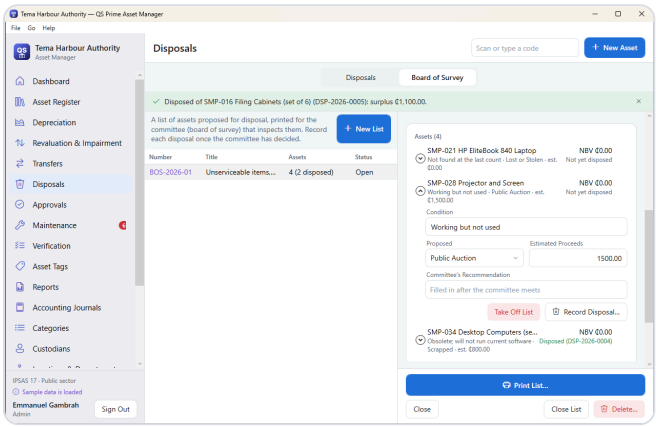

The printed disposal record.

- **Year** and **Status** filters narrow the list; the bar at the bottom totals the completed disposals shown. With a disposal open the charts make room for the list.
- Click a year in the **Additions and Disposals by Year** chart: the blue bar opens the register at the assets acquired that year (disposed ones included), the grey bar the year's disposals. Click a year in the gains and losses chart for its disposals.
- **Reverse Disposal...** (admins only) is for a disposal recorded by mistake: the asset goes back into the register with its old status, and any months it missed are charged in the next depreciation run as adjustments. The disposal stays on record as Reversed. It can't be reversed once its last depreciation charge has been posted; reverse that month first (if it isn't locked).
- A disposed asset can't be changed, except its notes and photo, and can't be deleted. The register hides disposed assets until you tick **Show Disposed**.

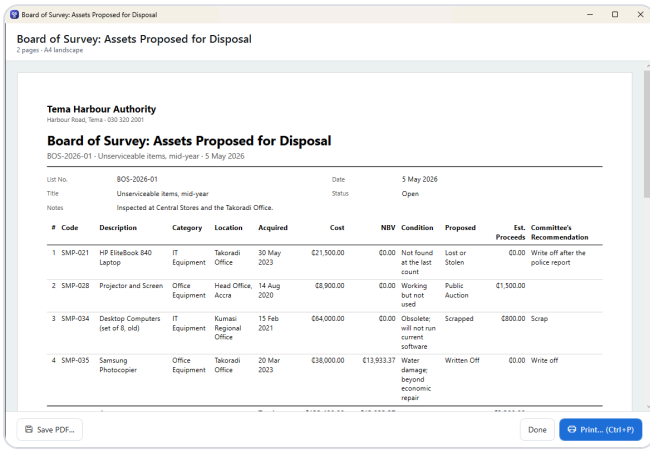
## Board of survey

Public bodies (and many companies) have a committee inspect unserviceable assets and recommend what to do with them before anything is disposed of. The **Board of Survey** tab keeps these lists.

1. Press **New List**: a title, the date and the committee members (one per line; each gets a line to sign).
2. **Add Assets…** for everything proposed. An asset can be on one open list at a time.
3. Open each asset on the list to note its condition, the proposed method and the estimated proceeds, and press **Save**.
4. **Print List…** for the committee: every asset with its cost, net book value, condition and proposal, and a column for the committee's recommendation.
5. After the committee meets, note each recommendation and press **Record Disposal…** on the asset: the disposal opens with the method and estimate filled in and is linked to the list. The list shows each asset's disposal number.
6. **Close List** when it's done (it can be reopened). **Delete…** removes the list; the assets and any disposals recorded from it stay.



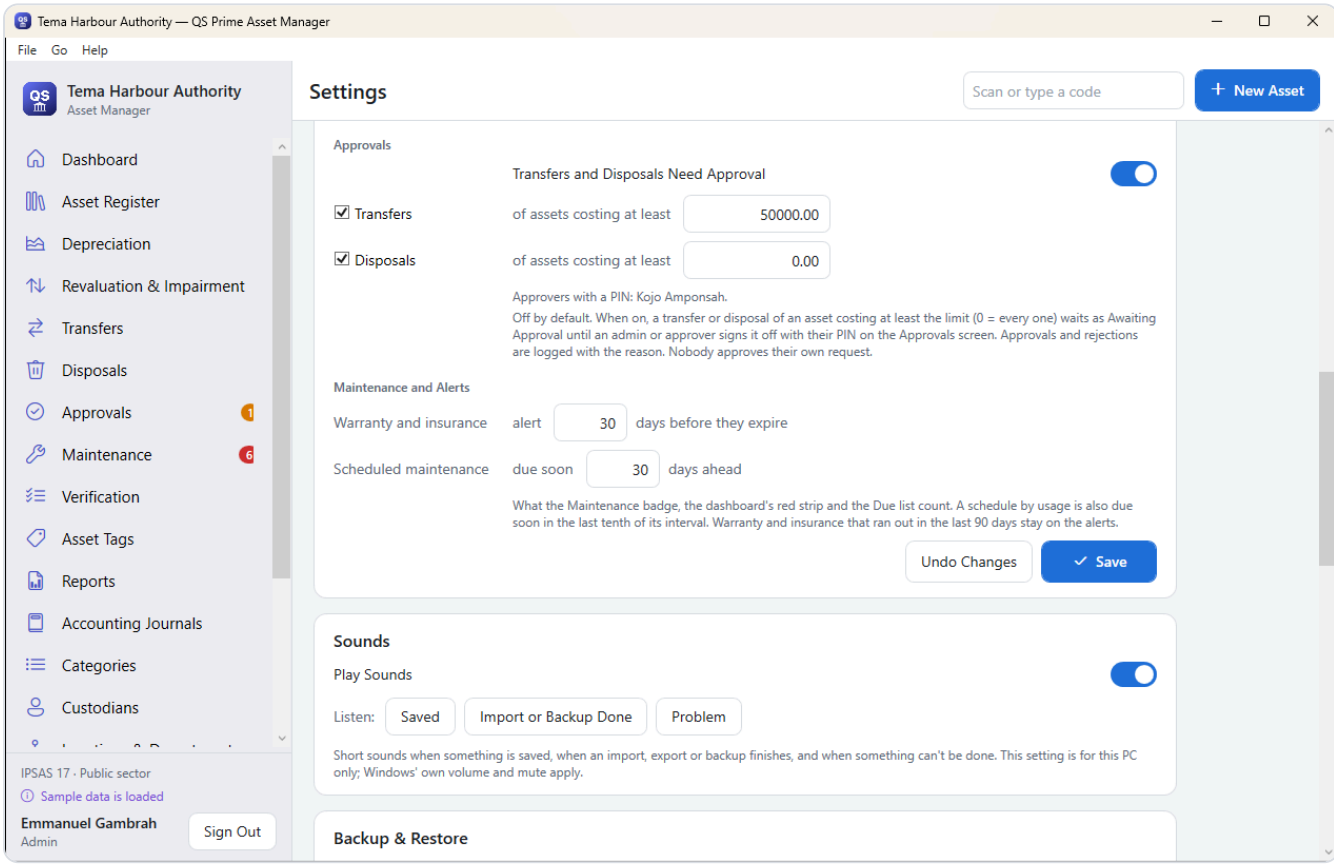

A board-of-survey list: two assets disposed of, two to go.




The printed list for the committee.

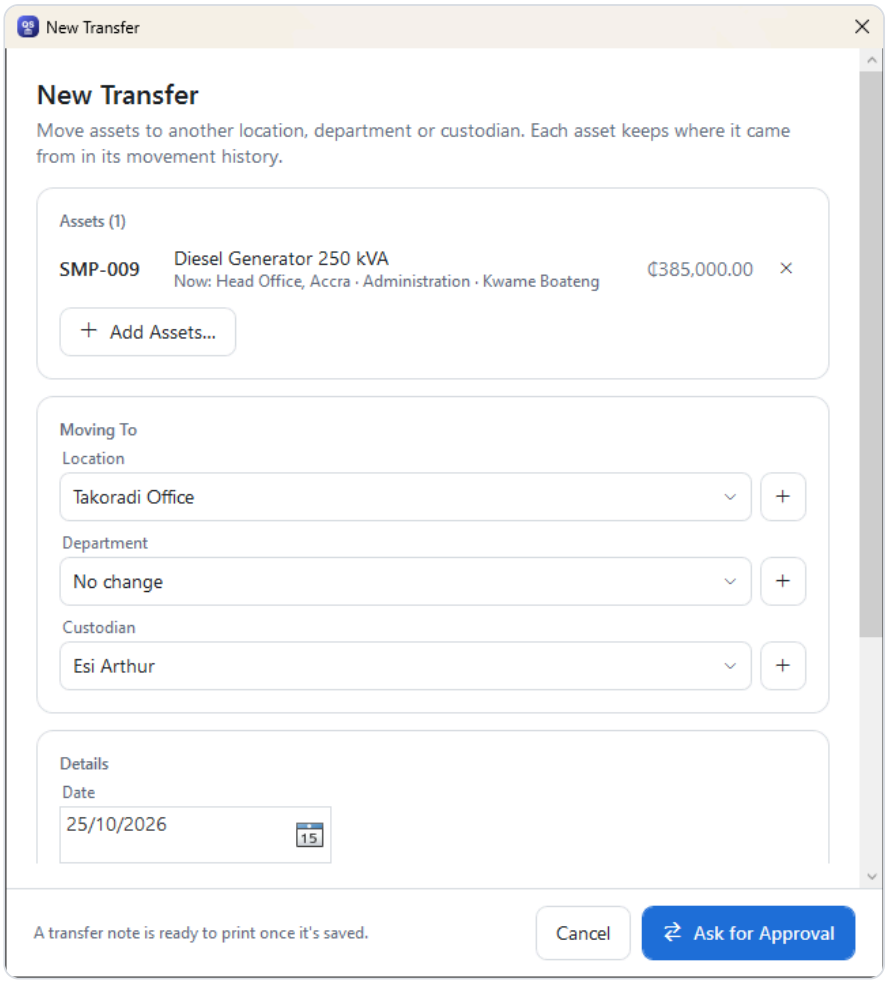
# 13. Approvals

Approvals are **off** to start with: transfers and disposals are carried out as soon as they're recorded. An admin can switch them on in **Settings › Approvals**, for transfers, for disposals, or both, each with a limit: only assets costing at least that much need approval (0 = every one).

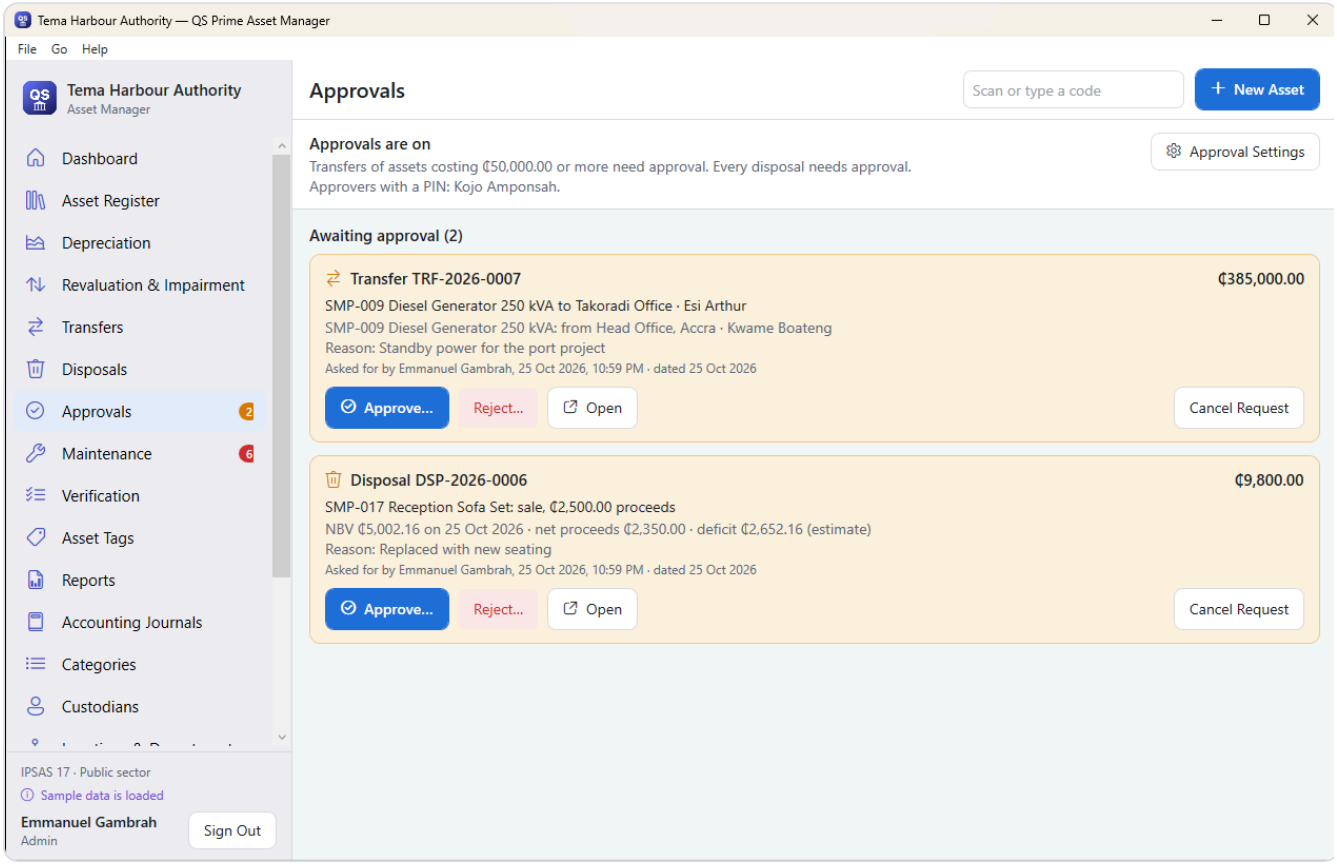



Settings › Approvals: transfers of assets costing ₵50,000 or more, and every disposal.

With approvals on, a transfer or disposal that needs one waits as **Awaiting Approval**: nothing changes on the asset, and it can't be moved or disposed of again until it's decided. The Approvals screen (Ctrl + 6) lists everything waiting, with a count beside it in the sidebar, and the dashboard shows an orange line while anything waits.

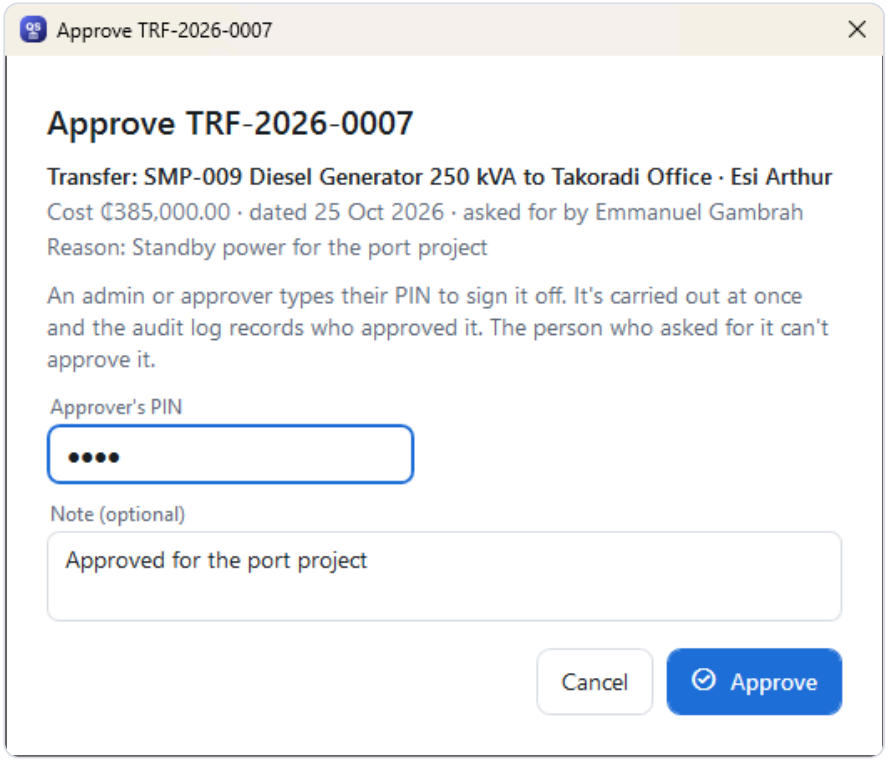



A generator's transfer is over the ₵50,000 limit: it will ask for approval.

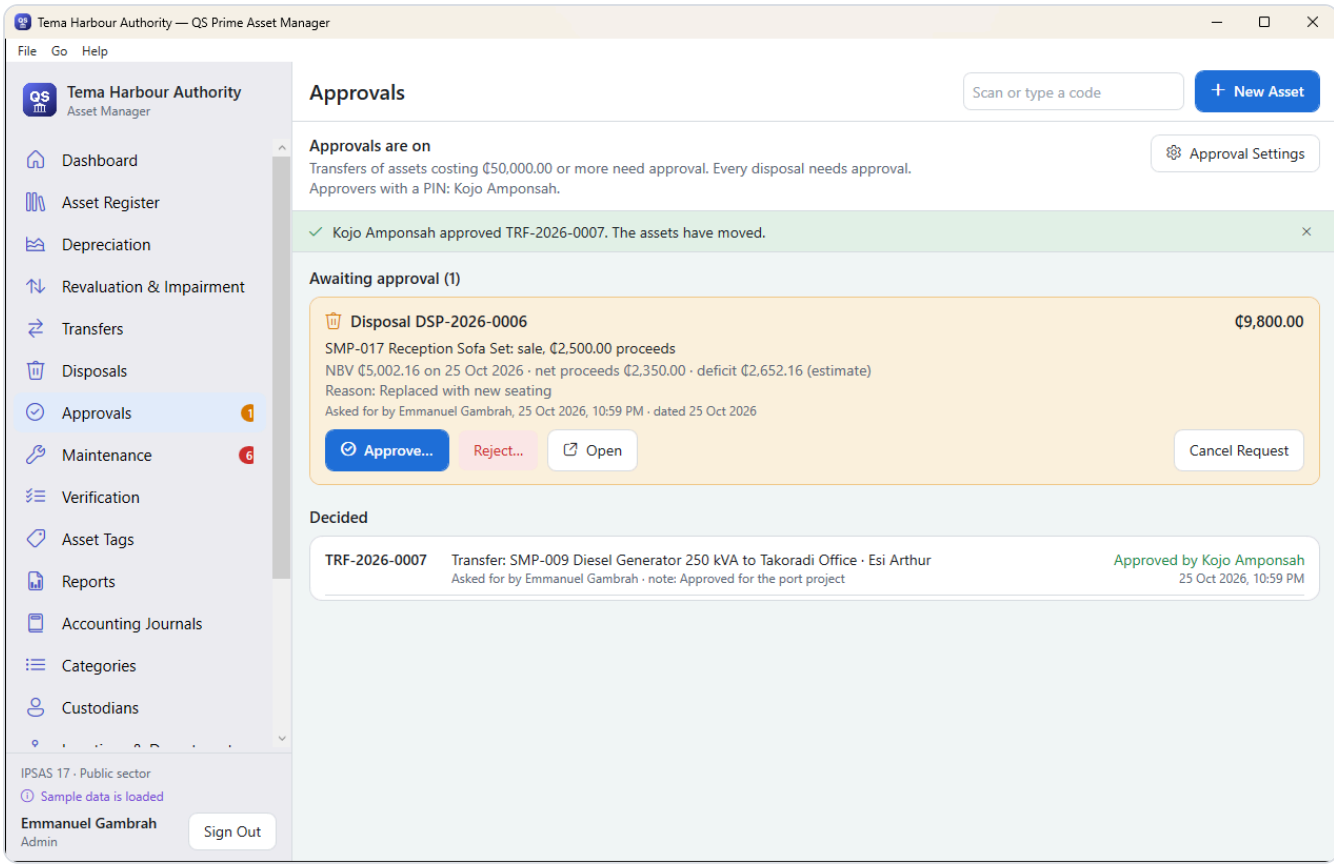



The Approvals screen with a transfer and a disposal waiting.

1. The approver comes to the PC (whoever is signed in stays signed in).
2. They press **Approve…** or **Reject…**, type their **approval PIN**, and add a note (a reason is required to reject).
3. Approved: the transfer or disposal is carried out at once (a disposal's figures are worked out again for the approval day's depreciation position). Rejected: nothing changes.




Kojo Amponsah signs off with their PIN.




Decided: who approved or rejected each request, and the note or reason.

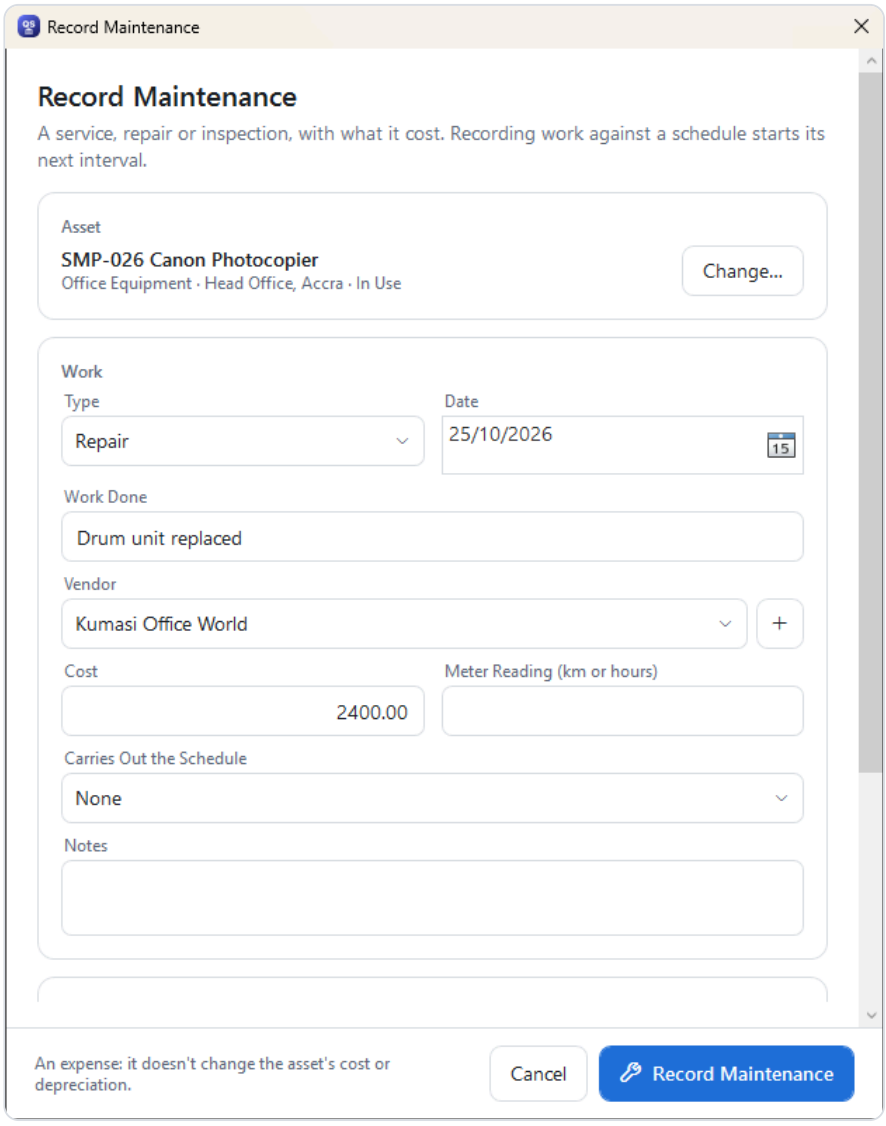
- Admins and approvers can have a PIN; an admin sets them in Users (chapter 22). Each PIN is different, so the app always knows who signed off.
- **Nobody approves their own request**: someone else must type their PIN.
- Approvals, rejections and cancellations are all in the audit log, with the approver's name and reason.
- A month can't be posted while a disposal dated in it (or earlier) is waiting for approval, because its figures depend on that month. Decide the disposal first.
- With transfers needing approval, an asset's location, department and custodian can't be changed on its form: use Transfer….
- In version 2.0 (several people on a shared register), approvers will sign off from their own computers.

# 14. Maintenance, warranties and asset tags

**Maintenance** (Ctrl + 7) has four tabs: **Due**, **Log**, **Warranty & Insurance** and **Charts**. Admins and asset officers record maintenance and keep schedules; everyone else can look. The red number beside Maintenance in the sidebar, and the red line at the top of the screen, count the maintenance that's overdue and the warranties and insurance policies running out (or run out in the last 90 days).

## Recording maintenance

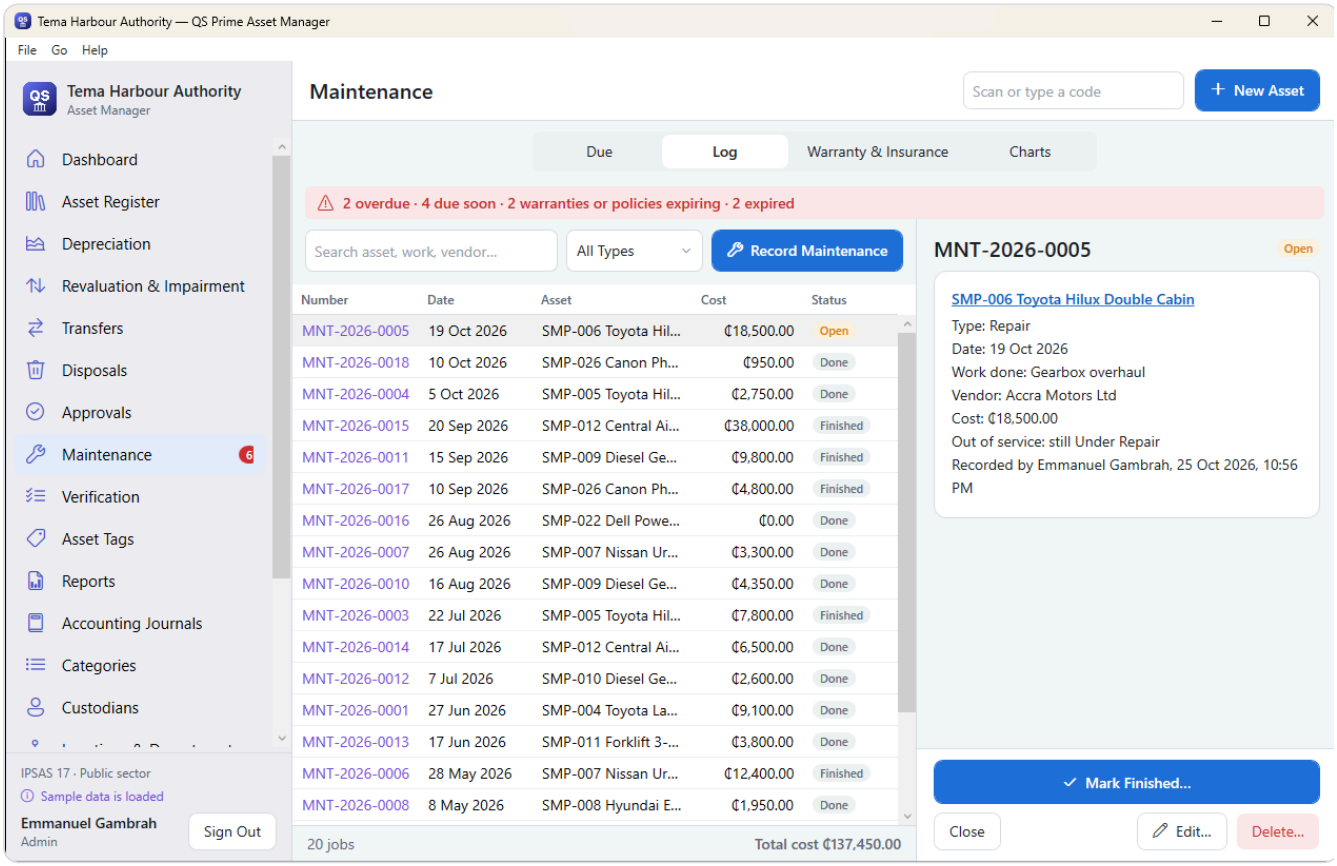
Press **Record Maintenance** (Ctrl + Shift + M), or **Record Maintenance...** on an asset.




Recording a repair. A repair takes the asset out of service until it's finished.

| Field | Notes |
|---|---|
| Type | **Service**, **Repair** or **Inspection**. |
| Date, Work Done | When it was done (not in the future, not before the asset was acquired) and what: "10,000 km service", "Replaced compressor". |
| Vendor | The garage or contractor, from Suppliers (the **+** adds one), or **In-house**. |

| Field | Notes |
|---|---|
| Cost | What it cost. Maintenance is an expense, not part of the asset's cost, so it doesn't change the net book value or depreciation. |
| Meter Reading | The km or hours when the work was done, for schedules that go by usage. Optional. |
| Carries Out the Schedule | The schedule this work fulfils: its next interval starts from this date and reading. |
| Out of Service Until Finished | Ticked for a repair. The asset shows **Under Repair** until you press **Mark Finished…** on the job, then goes back to its status before (In Use, In Storage…). The status change is in the asset's history. |
| Attachment | A job card, invoice or certificate: a PDF or picture up to 10 MB. It's kept in the register and in backups; **Save a Copy…** on the job writes it out again. |

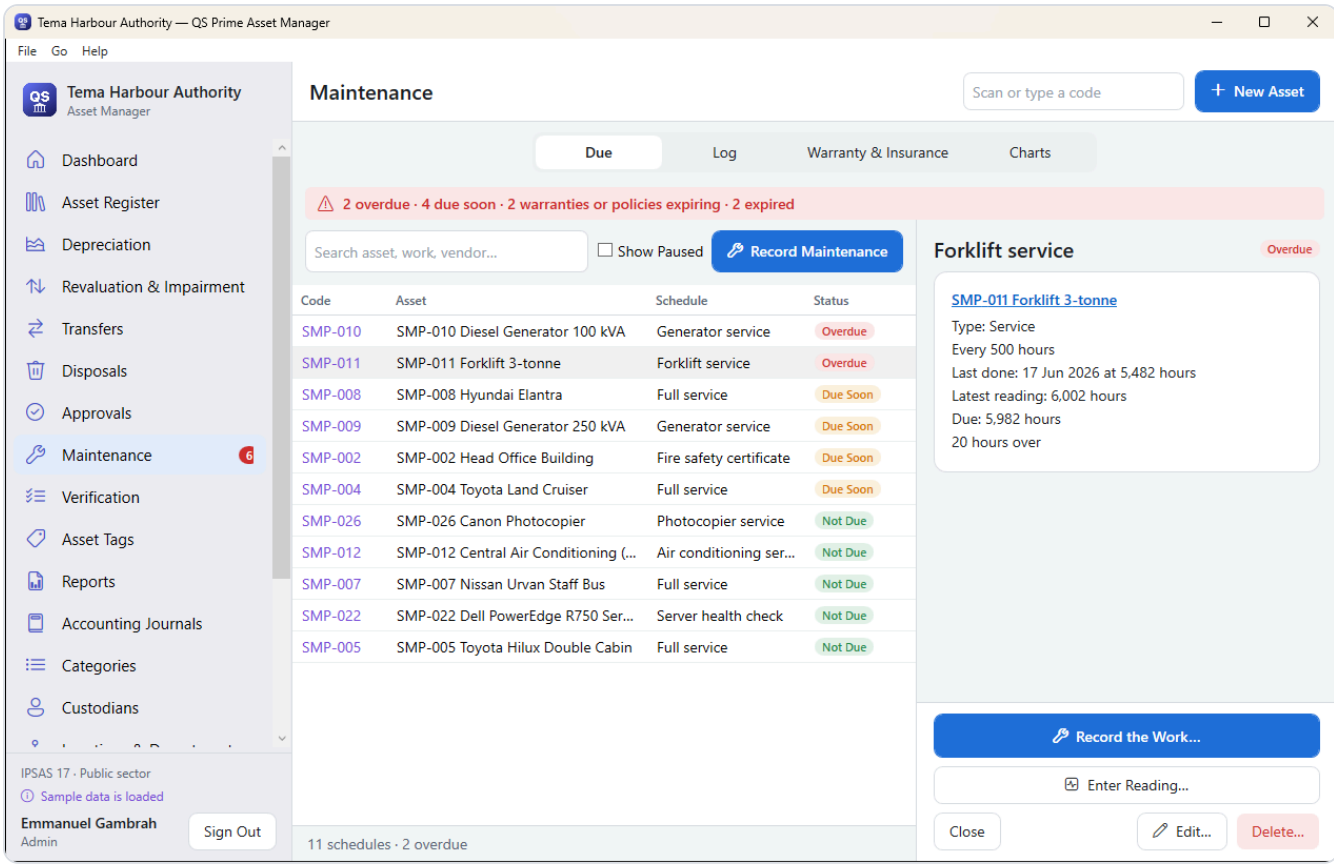



The Log, with a vehicle still at the workshop (Open). Select a job to see it, mark it finished, edit or delete it.

The log can be searched and filtered by type; the bar at the bottom totals the cost of the jobs shown. A job entered by mistake can be deleted (the audit log keeps a copy, and an open job puts the asset's status back). An asset with maintenance on record can't be deleted.

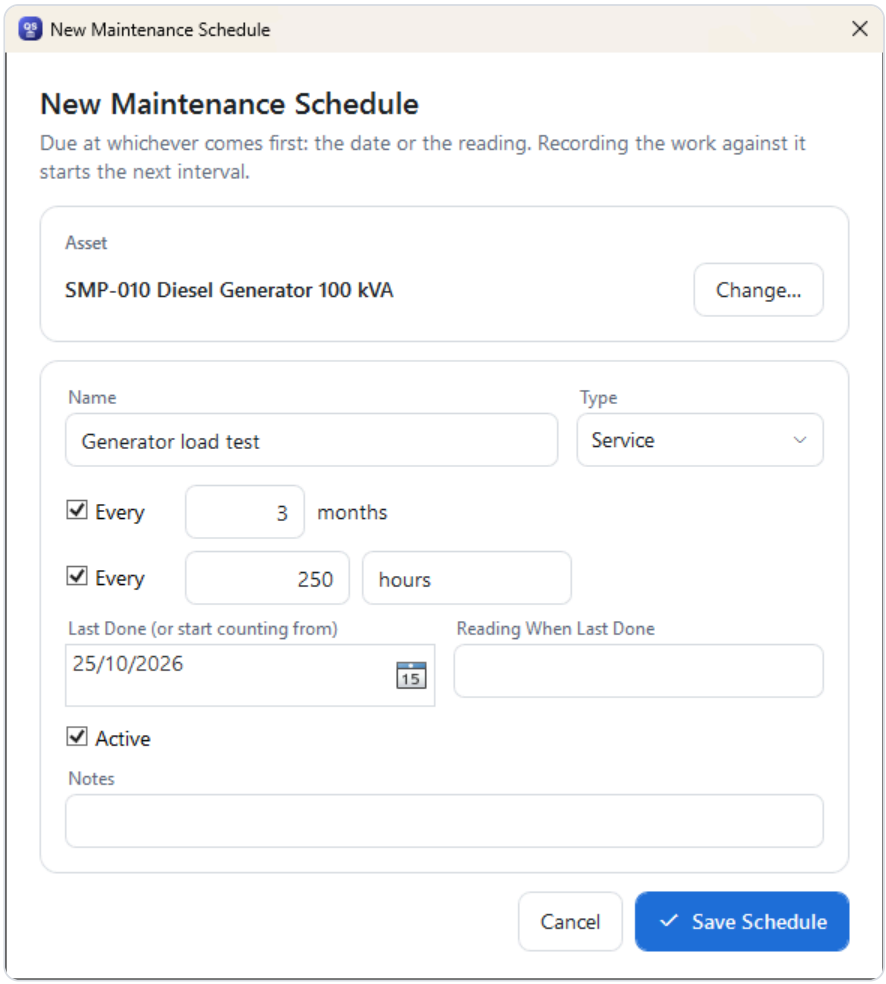
## Schedules: what's due

A schedule is recurring maintenance for one asset: every so many months, every so many km or hours, or both — **whichever comes first**. Press **New Schedule**, or **New Schedule…** on an asset. Give it a name, the interval, and when it was last done (and the reading then, for km or hours).




The Due tab: overdue first, then due soon, with the selected schedule beside the list.

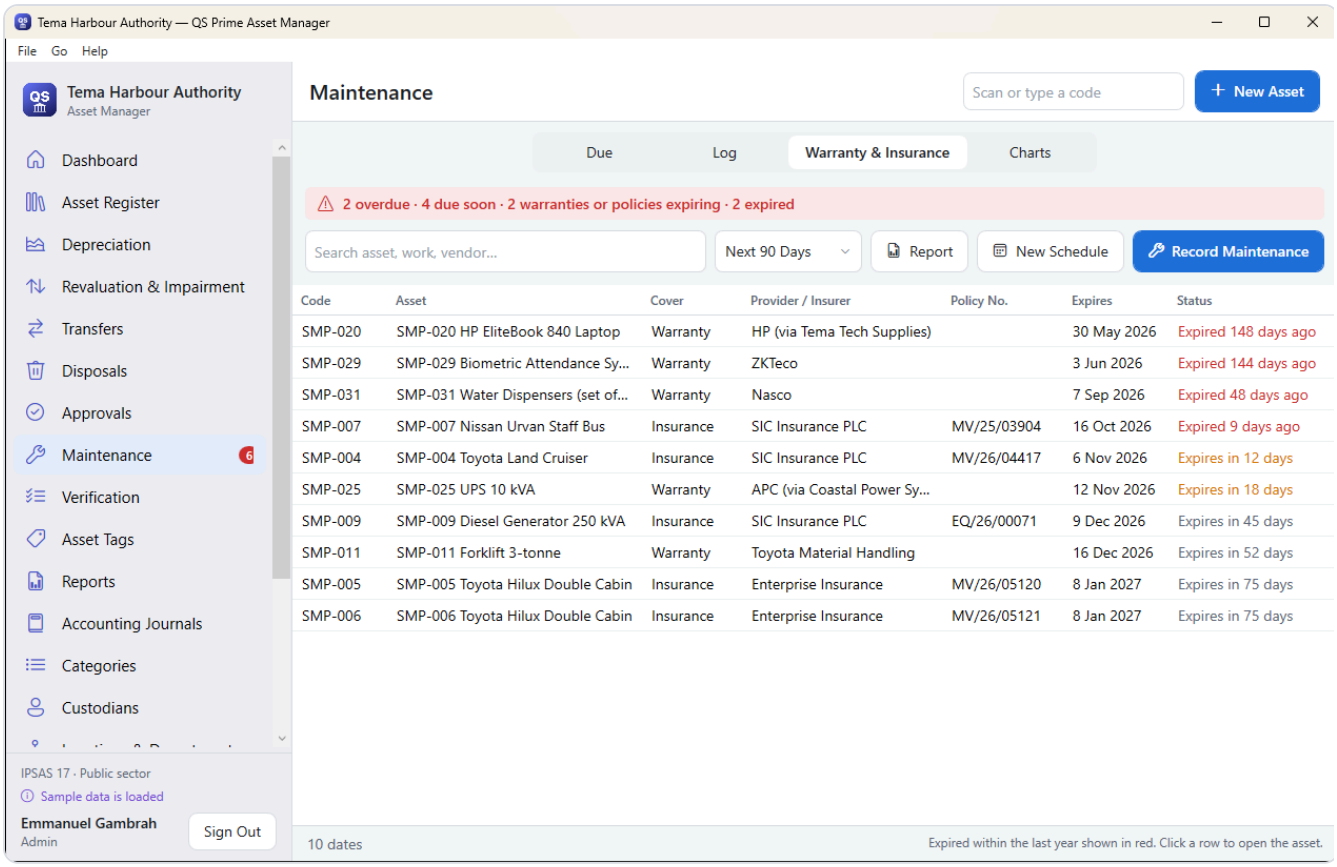
- **Overdue** (red): past the date, or past the km or hours. **Due Soon** (orange): within 30 days, or in the last tenth of the km or hours (change the 30 days in Settings, chapter 23). **Not Due**: later.
- **Record the Work...** opens Record Maintenance filled in from the schedule; saving it starts the next interval.
- **Enter Reading...** updates the odometer or hour meter between services. A vehicle or machine depreciated by units of production (chapter 10) in the same unit uses the usage you enter each month, so its hours count without typing them twice.
- Untick **Active** on a schedule to pause it (tick **Show Paused** to see it). Schedules for disposed or archived assets drop off the list.
- **Report** opens the Maintenance Due report: a work list to print.




A new schedule for a generator: every 3 months or every 250 hours.

## Warranty and insurance

The dates are on each asset (chapter 6) or come in with the import (chapter 21). The Warranty & Insurance tab lists what runs out in the next 30 days, 90 days or year, with what ran out in the past year, soonest first; or **Every Date** on record. Click a row to open the asset at its warranty and insurance, and change the dates when cover is renewed.

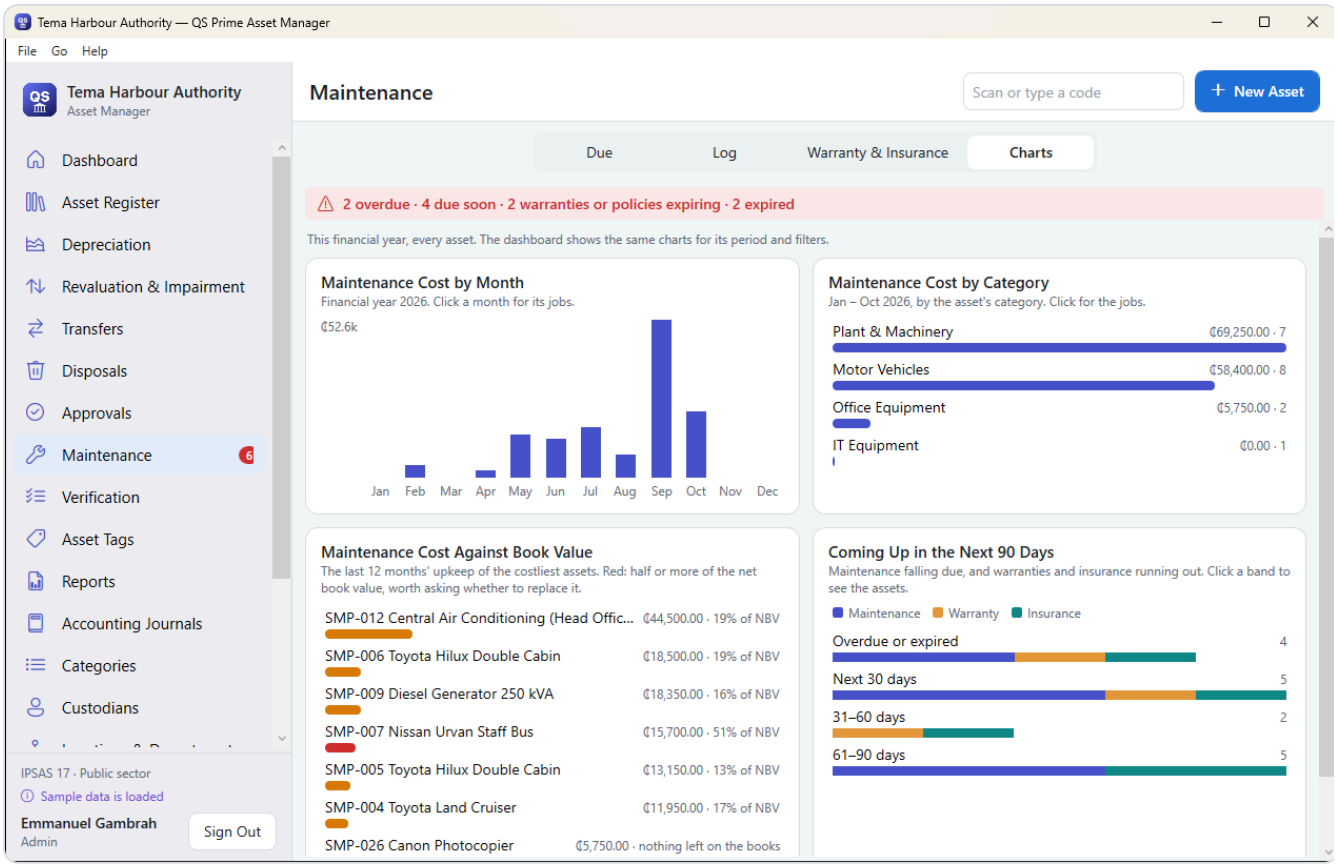



Warranty and insurance: cover that has run out in red, running out within 30 days in orange.

## Charts

The Charts tab (this financial year, every asset) and the dashboard (for its period and filters) have four maintenance charts. Each can be clicked.

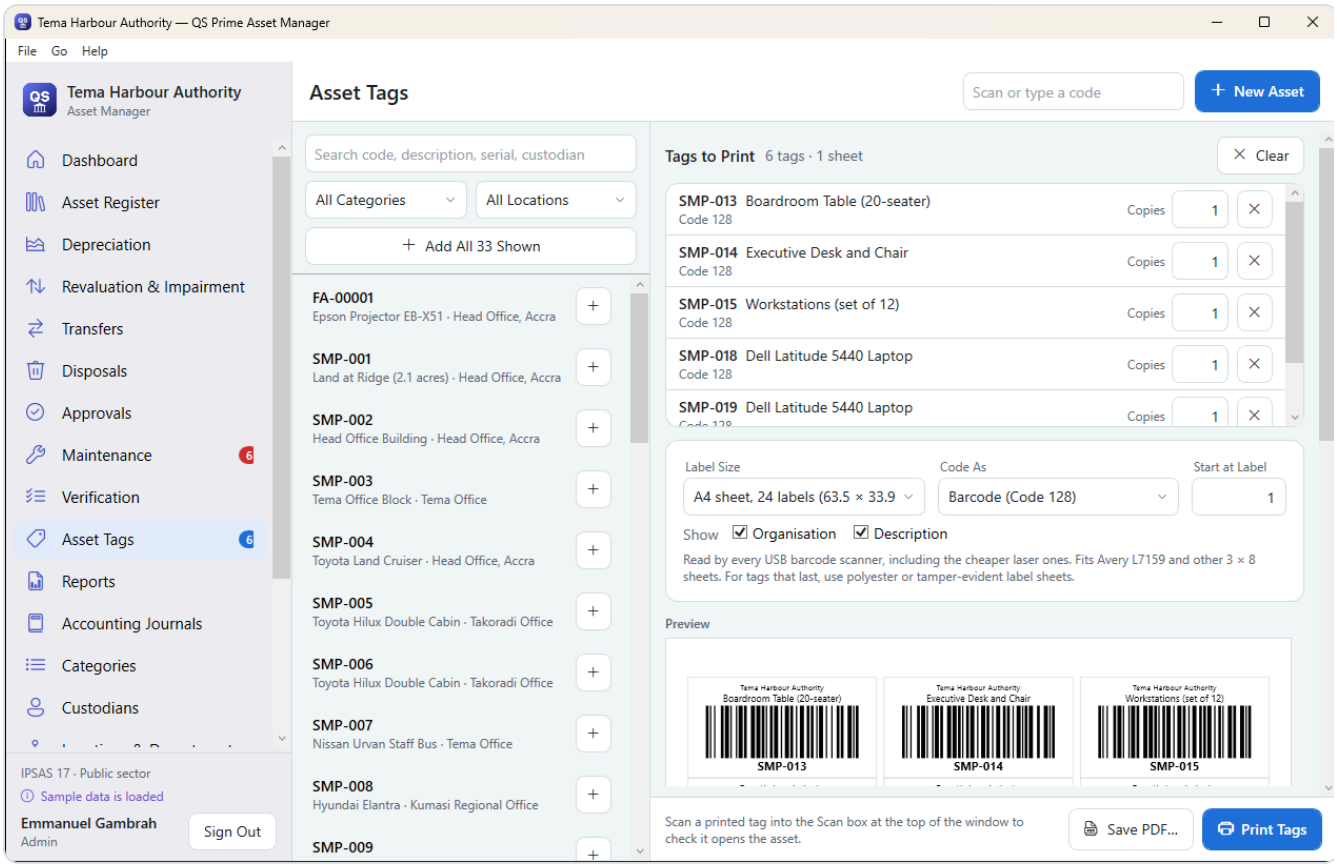
| Chart | What it shows · click |
|---|---|
| Maintenance Cost by Month | The financial year, month by month · the Maintenance History report for that month. |
| Maintenance Cost by Category | Where the money went in the period · that category's jobs. |
| Maintenance Cost Against Book Value | The assets that cost most to maintain over the last 12 months, with that cost as a share of what they're still worth on the books. **Red** means the upkeep has reached half the net book value or more — worth asking whether it's cheaper to replace than repair · the asset. |
| Coming Up in the Next 90 Days | Maintenance falling due (indigo) and warranties (orange) and insurance (teal) running out, in 30-day steps, with what's already overdue or expired · those assets. |




The maintenance charts.

## Asset tags

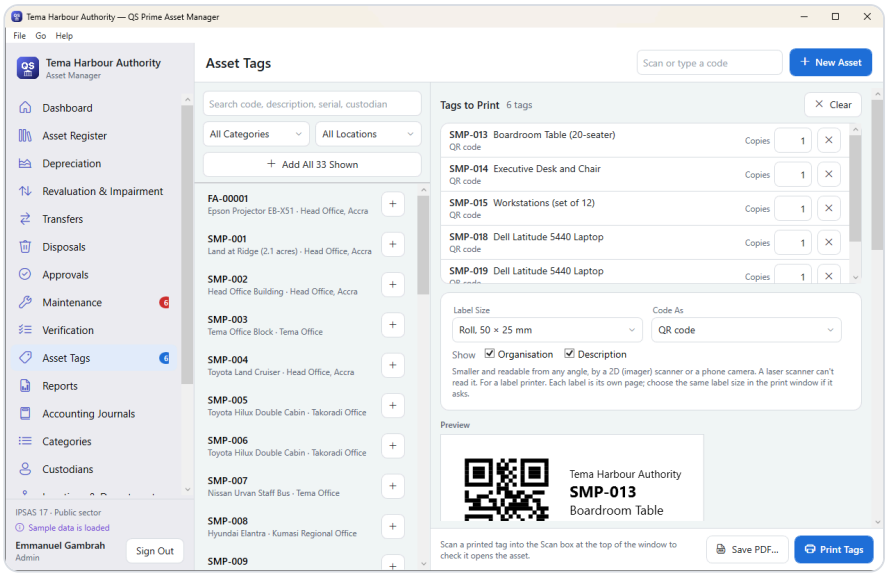
**Asset Tags** in the sidebar (Ctrl + Shift + P) prints a label for each asset with the organisation's name, the asset code, the description and the code as a barcode or a QR code. Add assets from the list on the left (search, or choose a category or location and press **Add All Shown** for a tagging day at one office), with **Print Tags…** in the Asset Register (the assets shown), or **Print Tag…** on an asset. The list stays while you move between screens, and the blue number beside Asset Tags counts the tags waiting.




Asset tags on an A4 sheet of 24, as Code 128 barcodes.

| Option | Notes |
|---|---|
| Label Size | **A4 sheet, 24 labels** (63.5 × 33.9 mm, Avery L7159 and other 3 × 8 sheets), **A4 sheet, 40 labels** (45.7 × 25.4 mm, Avery L7654), or a label printer roll of **40 × 30 mm** or **50 × 25 mm**. On a part-used sheet, **Start at Label** skips the labels already peeled off (across, then down). |
| Code As | **Barcode (Code 128)**: read by every USB barcode scanner, including the cheaper laser ones. **QR code**: smaller and readable from any angle, by a 2D (imager) scanner or a phone camera, but not by a laser scanner. |
| Show | The organisation's name and the description (the code is always printed). On a small label the organisation and description give way so the barcode stays big enough to scan. |
| Copies | How many tags for each asset (1 to 99). |

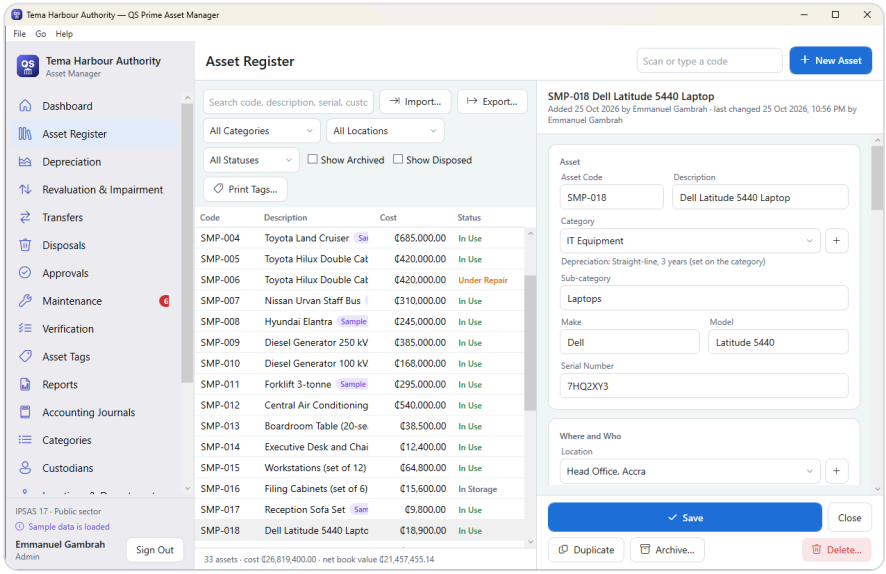
The preview is exactly what prints. **Print Tags** prints at actual size, so the tags land on the sheet's labels; **Save PDF...** keeps a copy. Both are recorded in the audit log. A red note beside an asset says when its code is too long to scan well on the chosen label size (try a bigger label or a QR code). For tags that last on furniture and vehicles, use polyester or tamper-evident label sheets.




QR code tags on a 50 × 25 mm label roll.

## Scan to find

The **Scan** box at the top of every screen opens an asset from its tag. Click it (or press Ctrl + Shift + F) and scan: a USB scanner types the code and presses Enter, and the asset opens in the Asset Register. Typing a code, or a manufacturer's serial number, works too. A code nothing in the register has says **No asset found** in red beside the box.



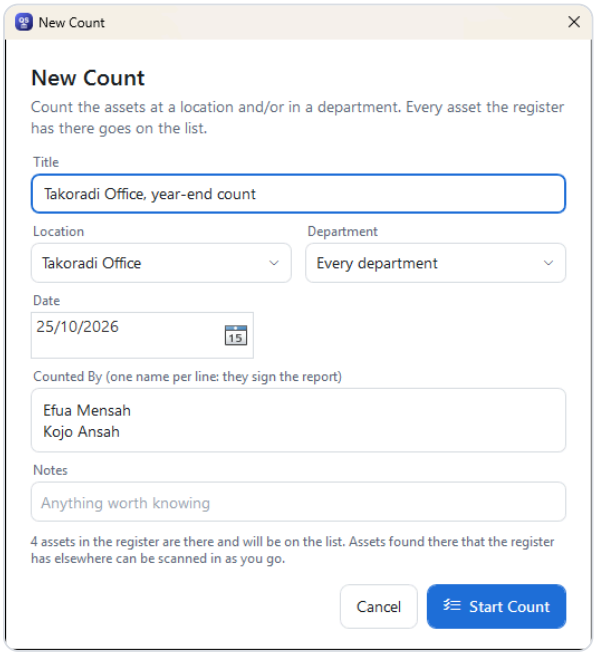

A laptop's serial number typed into the Scan box opens it.

# 15. Verification, revaluation and impairment

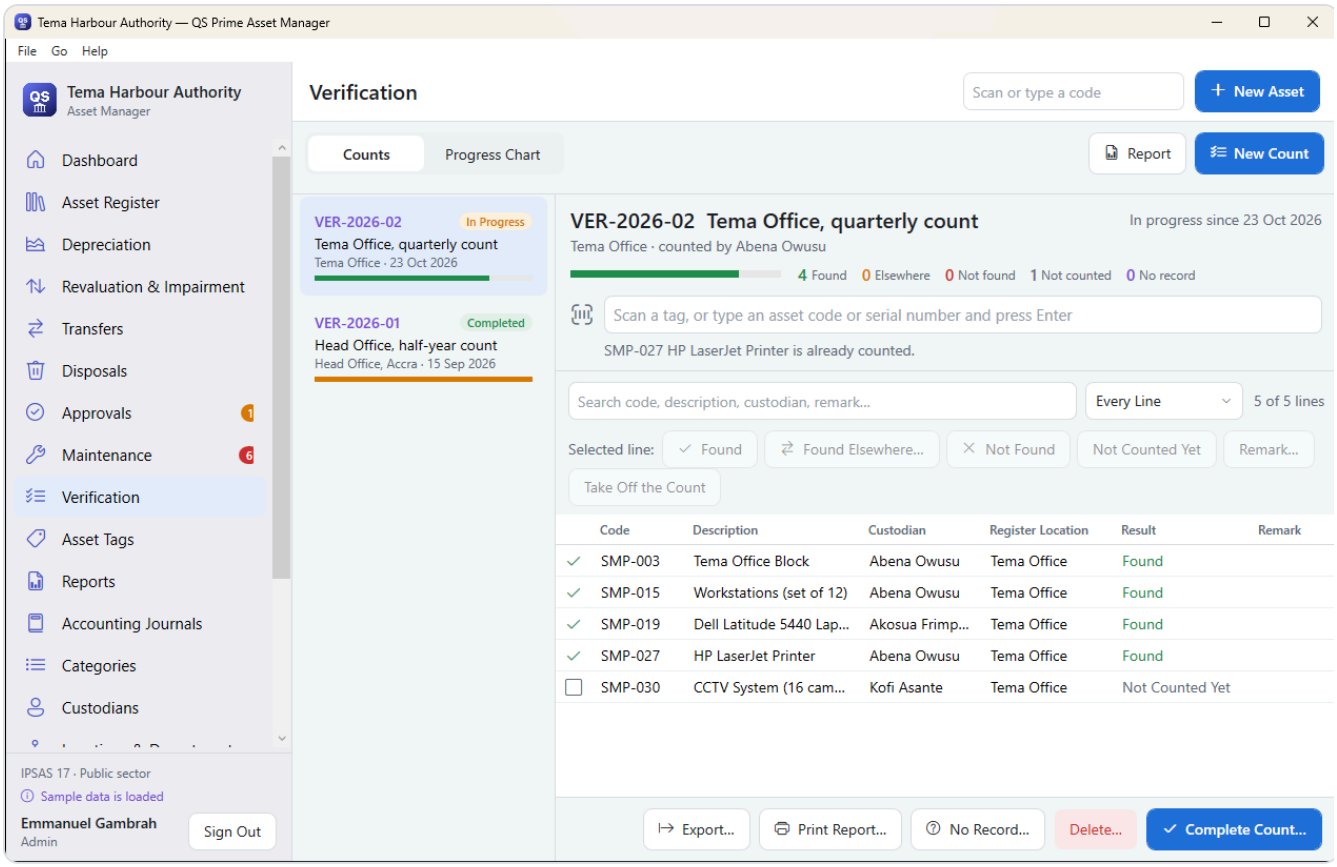
Three things auditors and the annual accounts ask about the assets themselves: are they still there (**verification**), what are they worth now (**revaluation**), and has any lost value it won't get back (**impairment**). Admins and asset officers do all three; everyone else can look and run the reports. Only an admin can undo a revaluation or impairment recorded by mistake.

## Counting assets (verification)

**Verification** in the sidebar keeps the counts. Press **New Count** (Ctrl + Shift + V), give it a title, choose the **Location** and/or **Department** to count (or neither, for everything), the date and who is counting (one name per line: they sign the report). The window says how many assets will be on the list: every asset the register has there.

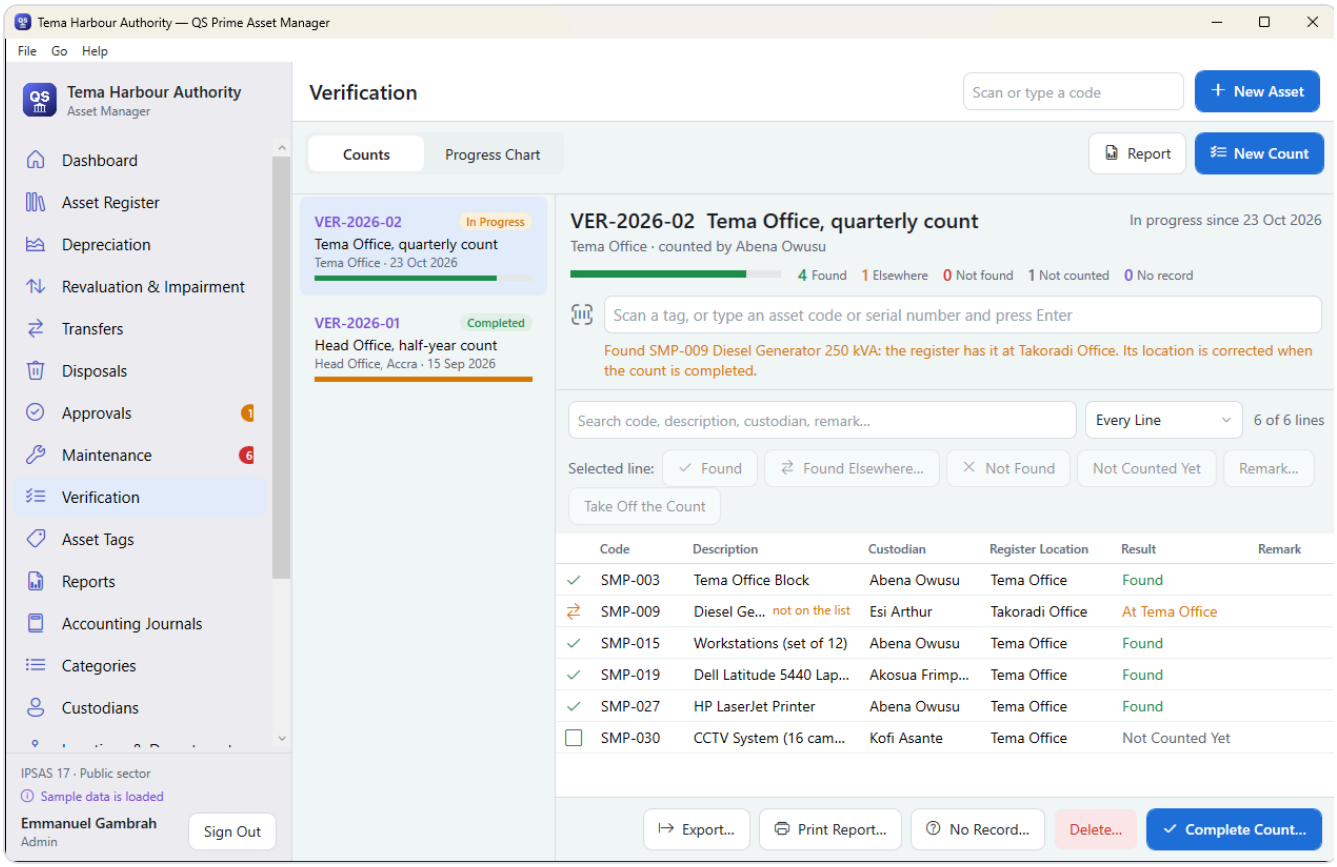



Starting a count of the Takoradi office.




A count in progress. Counts are on the left; the count's progress, the scan box and every line are on the right.

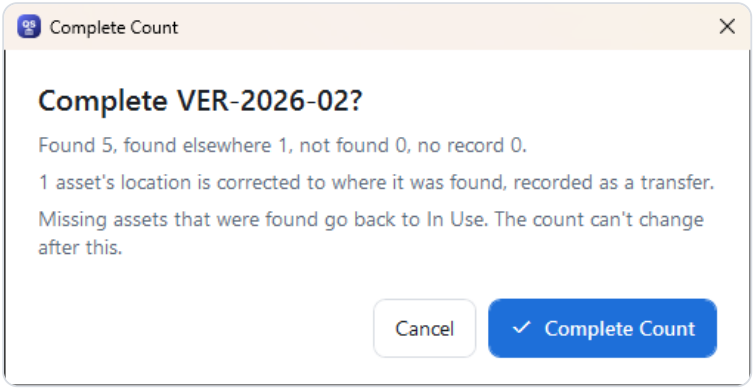
- **Scan** each tag into the long box at the top (a USB scanner types the code and presses Enter), or type an asset code or serial number and press Enter. The line turns green: **Found**. A scan that's already counted just says so.
- An asset the register has **somewhere else** can be scanned too: it's added to the count as **Found Elsewhere**, at this count's location, and marked "not on the list".
- Or select a line and use the buttons above the list: **Found**, **Found Elsewhere...** (choose where it actually is), **Not Found**, back to **Not Counted Yet**, or **Remark...** ("Chair arm broken", "Tag missing"). **Take Off the Count** removes a line added during the count by mistake.
- The search box and the **Every Line** list narrow the lines, for example to those not counted yet.
- **No Record...** notes something that's there but isn't in the register (a donated television, say), with its serial number. It goes on the report for someone to look into.
- The count can be left and finished another day: the list keeps every tick. **Delete...** throws away a count started by mistake (nothing in the register has changed yet).




A generator the register has at another office scanned at Tema: Found Elsewhere. Its location is corrected when the count is completed.

## Completing a count

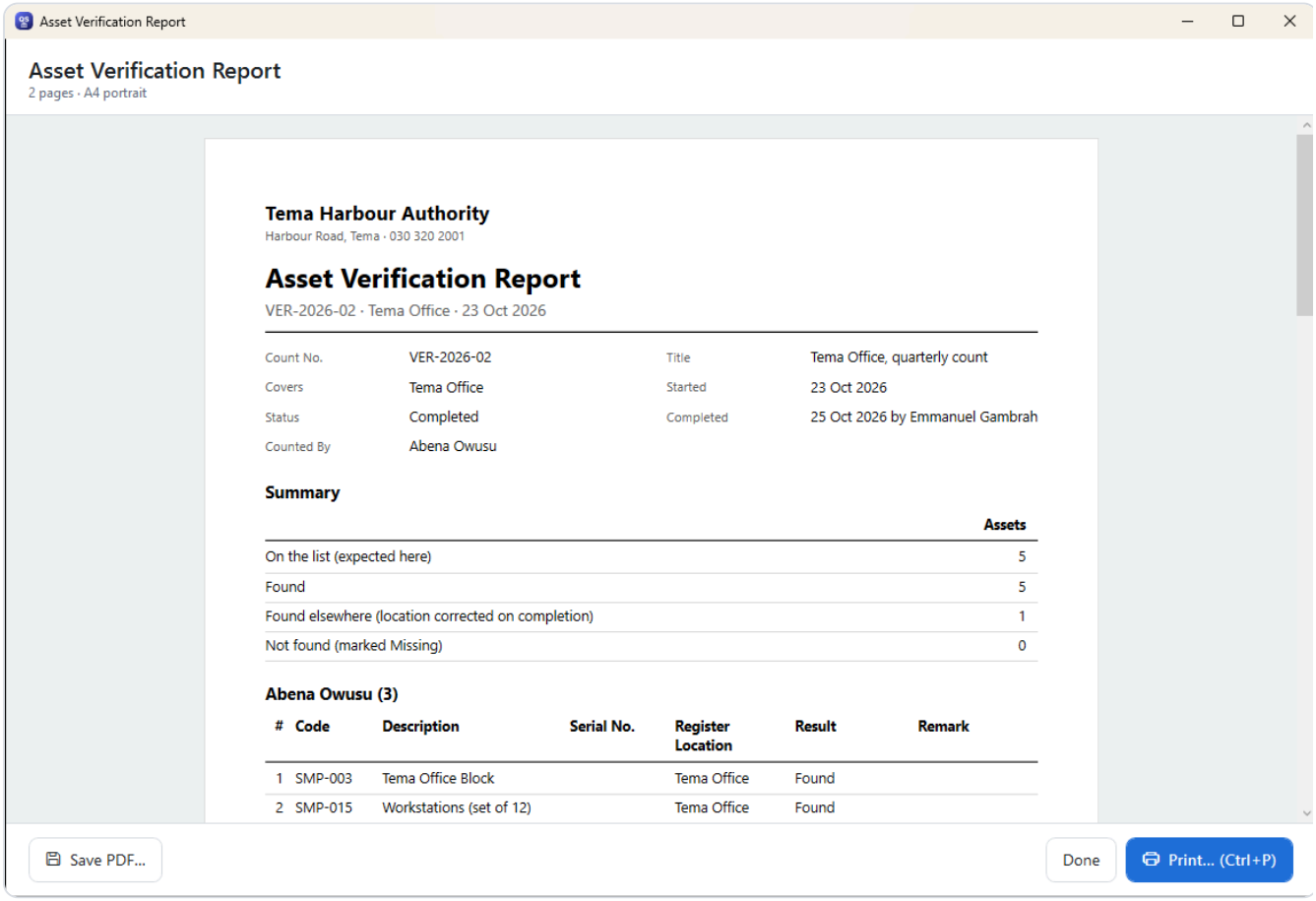
When the counting's done, press **Complete Count...**.




Completing a count: what will change, and whether to mark the assets not found as Missing.

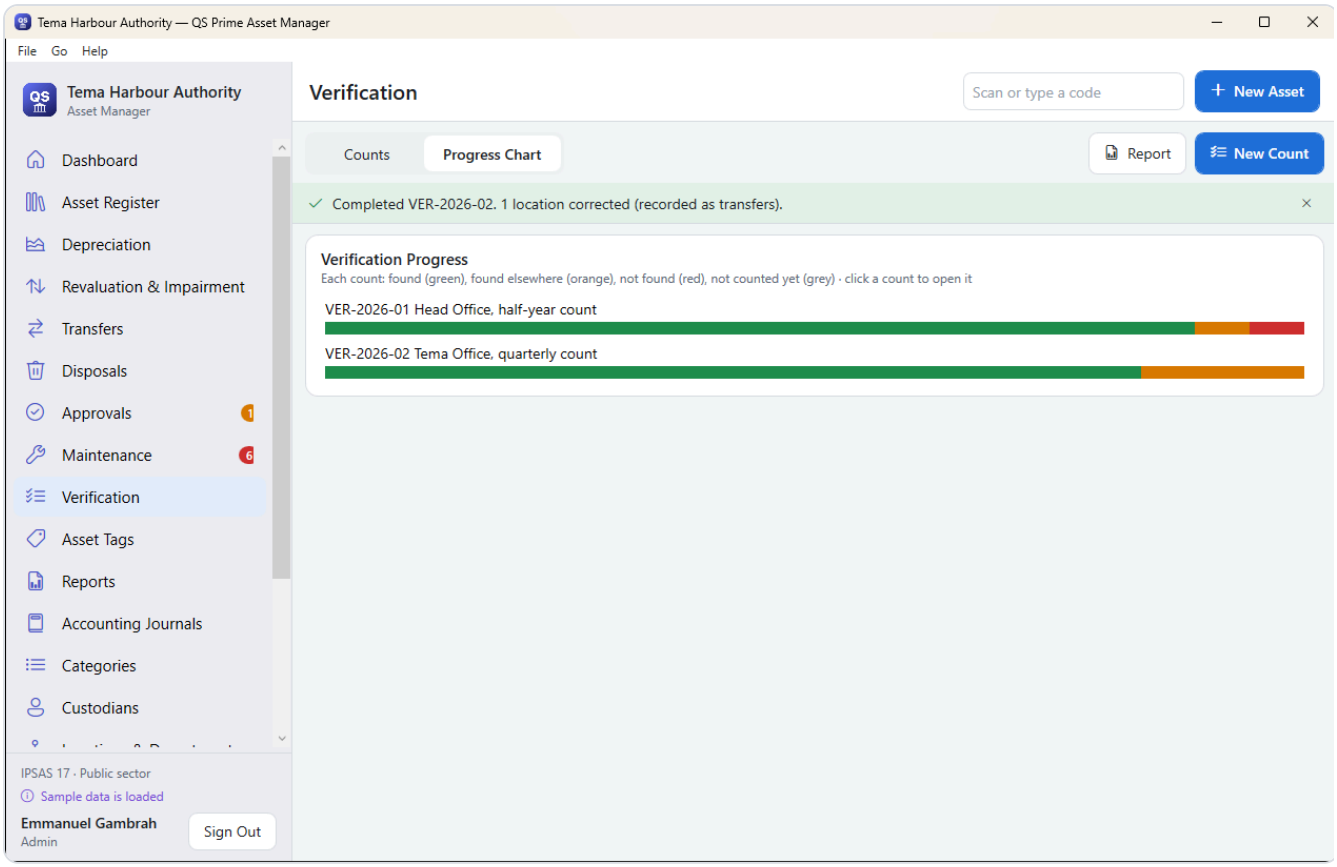
- Anything not counted is recorded as **Not Found** (the window warns you first).
- Assets **found elsewhere** have their location corrected to where they were found. Each correction is recorded as a transfer ("Found at Tema Office during verification VER-2026-02"), so the movement history stays complete. It's a correction of the record, so it doesn't wait for approval; an asset with a transfer or disposal already waiting is left as it is and named.
- **Mark the assets not found as Missing** (ticked unless you clear it) sets their status to Missing. Missing assets that turned up go back to **In Use**.
- After that the count can't change. The asset form shows when each asset was last verified, and in which count.

**Print Report...** shows the verification report at any time, to print or save as a PDF: a summary, then each custodian's assets with the result and a line for the custodian to sign, the items found with no record, and lines for the counters, the asset officer and the head of department. **Export...** saves the count as a CSV file for Excel.




The verification report: each custodian confirms the assets in their care.

The **Progress Chart** tab (and the dashboard) shows every count as a bar: found (green), found elsewhere (orange), not found (red) and not counted yet (grey). Click a bar to open the count.




Verification progress for each count, after the Tema count was completed.

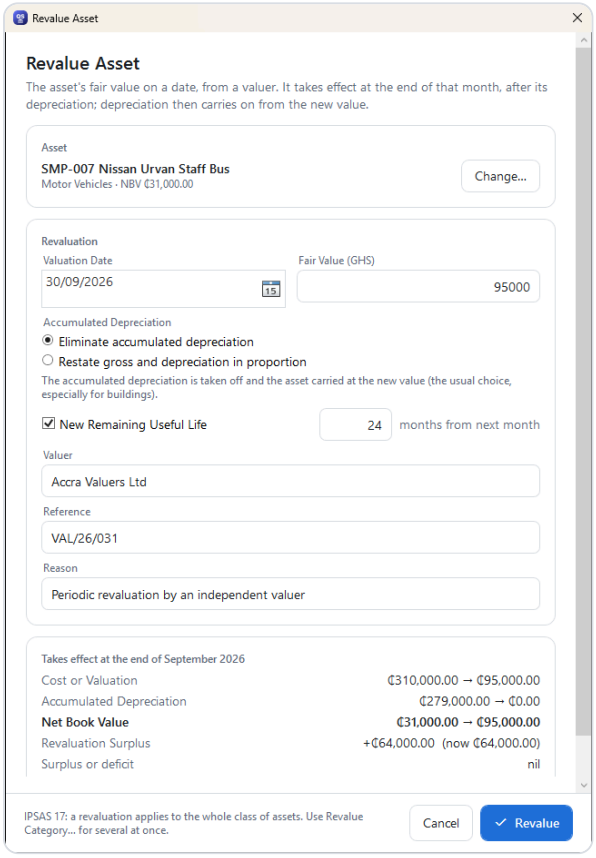
> **A count in practice**
> Print the tags first (chapter 14), so every asset can be scanned. Take a laptop with a USB scanner round the office, or tick the printed Assets by Custodian report (chapter 17) and enter it afterwards. Large registers are easier counted one location at a time.

## Revaluing assets

**Revaluation & Impairment** in the sidebar has three tabs: **Revaluations**, **Impairments** and **Revaluation Surplus**. Press **Revalue Asset** (Ctrl + Shift + R), or **Revalue…** on an asset.

| Field | Notes |
|---|---|
| Valuation Date | The revaluation takes effect at the **end of that month**, after the month's depreciation. The month must be posted and not locked (land and anything else that isn't depreciated can be dated in any month from go-live), and nothing may be posted for the asset after it. The earliest date is the month before go-live. |
| Fair Value | What the valuer says it's worth. |
| Accumulated Depreciation | **Eliminate accumulated depreciation** (the usual choice): the depreciation to date is taken off and the asset is carried at the new value. **Restate gross and depreciation in proportion**: cost and depreciation are both scaled so the net book value equals the new value. |

| Field | Notes |
|---|---|
| New Remaining Useful Life | Valuers often give one, in months from the next month. Left clear, the new value is spread over the life that's left. A fully depreciated asset needs one. |
| Valuer, Reference, Reason | The firm or person, their report number, and why (the reason is required). |

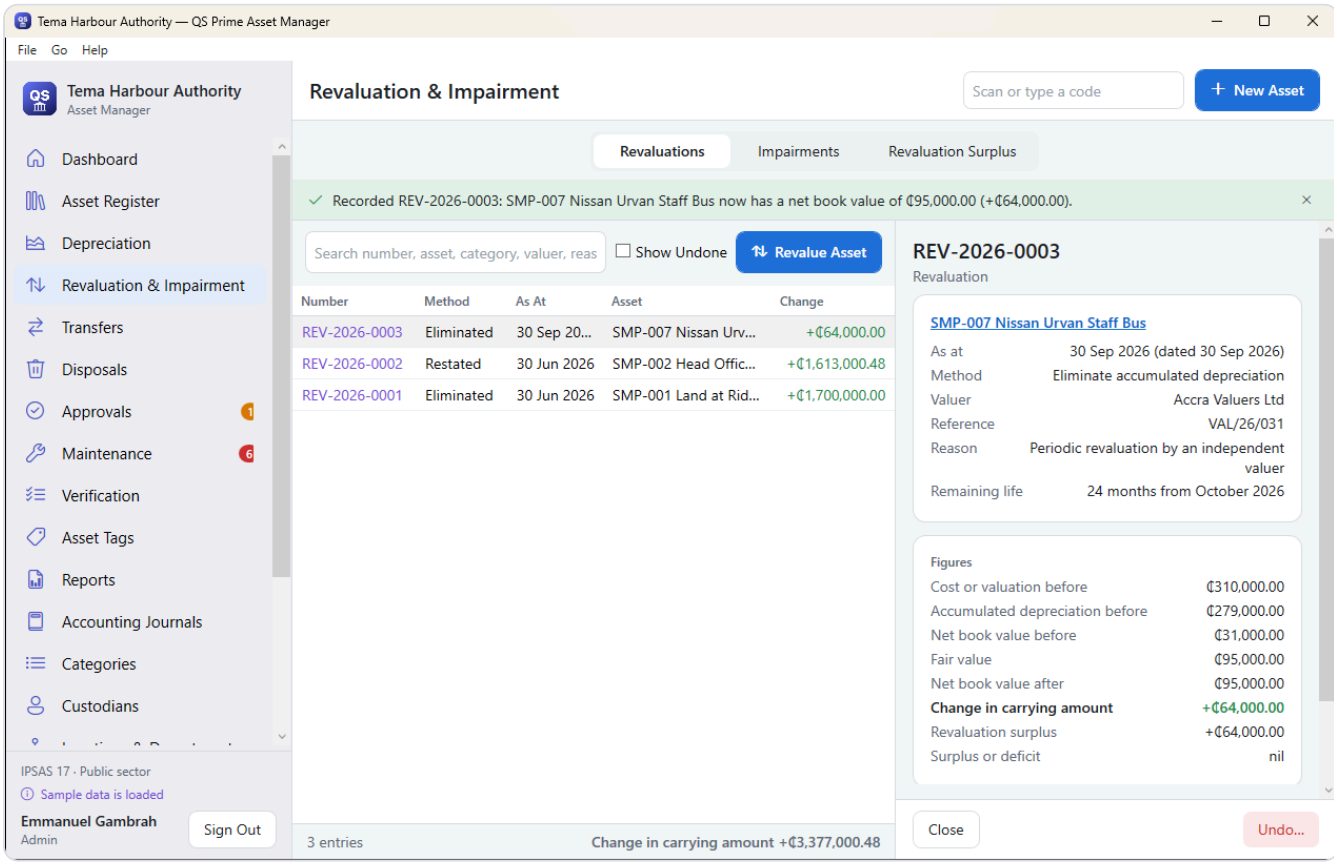



Revaluing a fully depreciated staff bus still in use: the valuer's fair value, with two more years of life.

The bottom of the window shows the figures before and after, and where the difference goes, before anything is saved. If something is wrong (the month isn't posted, say), the window says why in orange and **Revalue** stays greyed.

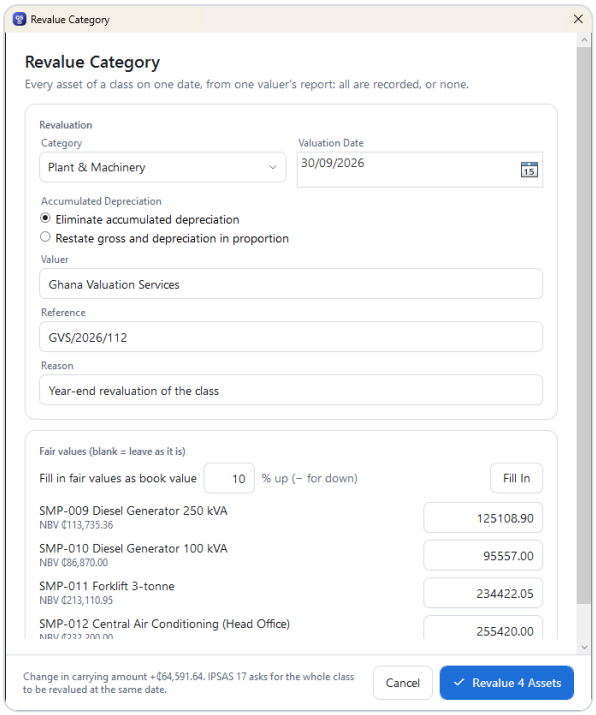
- An **increase** is credited to the **revaluation surplus** (in net assets/equity under IPSAS, other comprehensive income under IFRS) — except where it reverses an earlier decrease that went to surplus or deficit (profit or loss): that part is income.
- A **decrease** comes off the revaluation surplus first; the rest is an expense in surplus or deficit (profit or loss).
- **Whose surplus?** Under **IPSAS 17** the surplus is netted within each **class** of assets — the category: a decrease on one building comes off surplus built up by any building, and an increase reverses a decrease expensed on any of them. Under **IAS 16** and the **IFRS for SMEs** it's kept **asset by asset**: a decrease only comes off that asset's own surplus. The app follows the framework in Settings; the window's notes say which applied.
- Depreciation carries on from the next month on the new value. The Depreciation screen shows the working, and a month whose depreciation a revaluation was worked out from can't be reversed until the revaluation is undone.

- Once an asset is revalued or impaired its **cost** and opening balance are fixed on the asset form, because the new figures were worked out from them.




Revaluations, with one selected: the figures before and after, the surplus, and who recorded it.

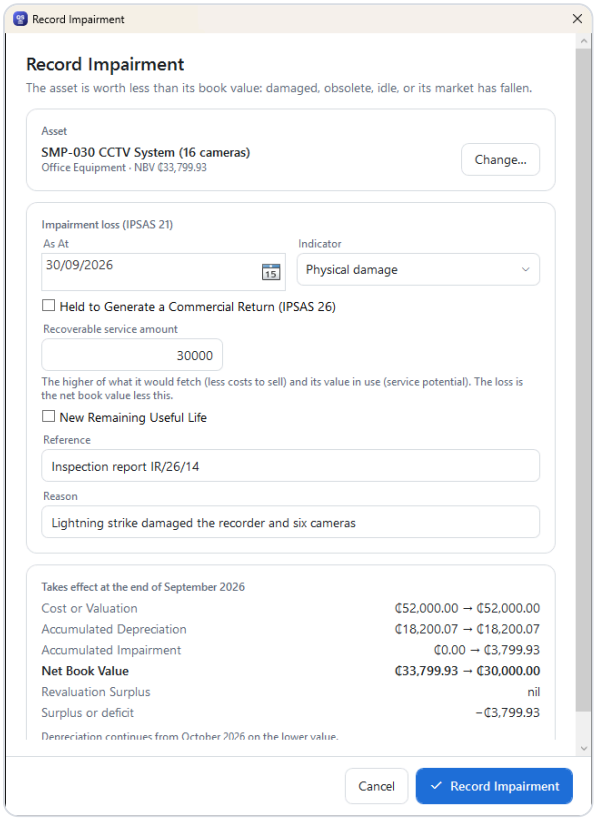
**Revalue Category** revalues several assets of a category on one date with one valuer's report: choose the category and enter each fair value, or type a percentage and press **Fill In** to fill every value as the book value plus or minus that much, then adjust. A line left blank is left as it is; a problem on any line is shown on it, and nothing is saved until every line is right. IPSAS 17 and IAS 16 ask for a whole class of assets to be revalued at the same date, so this is the usual way to do it.




Revaluing the Plant & Machinery category, 10% up on book value.

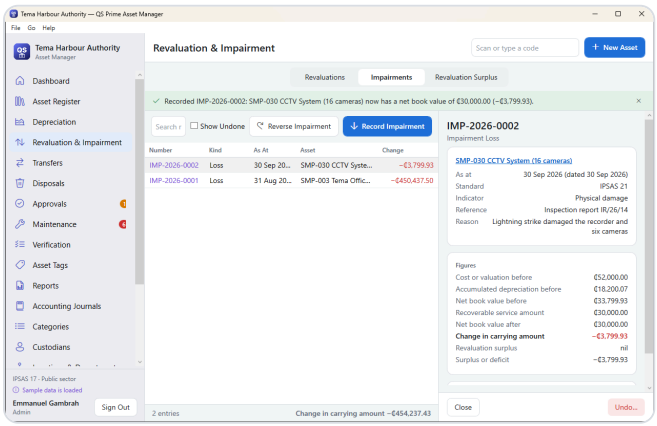
## Impairment

An asset is impaired when it's worth less than its book value and won't recover soon: physical damage, obsolescence, standing idle, a fall in its market, or work on it halted. On the Impairments tab press **Record Impairment** (or **Record Impairment…** on an asset), choose the indicator, and enter the **recoverable amount** — under IPSAS 21 (an asset held for service) the **recoverable service amount**. Tick **Held to Generate a Commercial Return** for IPSAS 26. The impairment loss is the net book value less that amount.

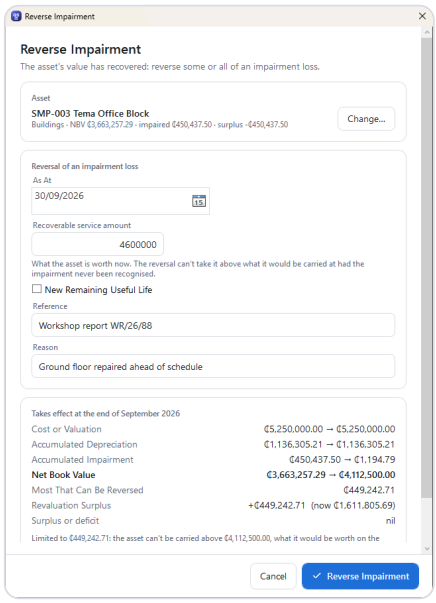



An impairment loss on a CCTV system damaged by lightning.

- The loss is an expense in surplus or deficit (profit or loss), except where there's revaluation surplus to absorb it: the class's under IPSAS 17, the asset's own under IAS 16 and the IFRS for SMEs. That comes off first.
- It's kept as **accumulated impairment**, separate from depreciation, and depreciation carries on from the lower value.
- If the value recovers, **Reverse Impairment** takes some or all of it back. The reversal can't take the asset above what it would be carried at had the impairment never been recognised (the window works that out and shows the most that can be reversed). It's income up to what was expensed, and goes back to the revaluation surplus after that.
- A later revaluation to fair value takes in any impairment still on the asset.




The Impairments tab with the CCTV system's loss selected.

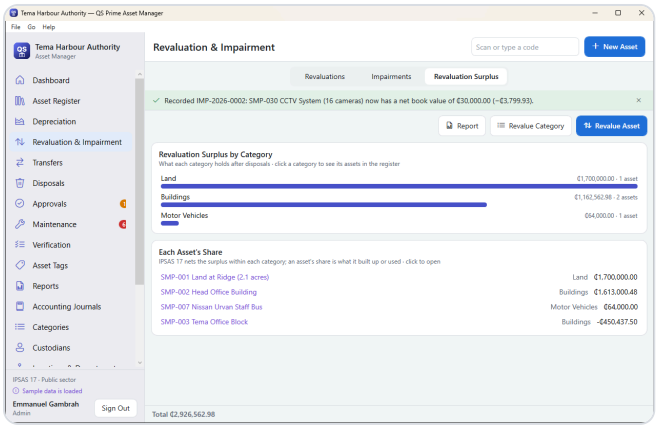



Reversing an impairment: limited to what the asset would be worth on the books without it.

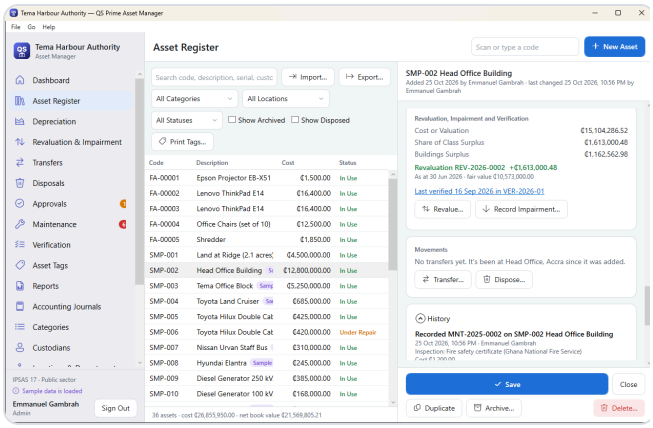
## The revaluation surplus, the asset form and the reports

The **Revaluation Surplus** tab shows the surplus each category holds (as a chart, also on the dashboard) and asset by asset — under IPSAS 17, **Each Asset's Share**: what its own changes added or used, so an impaired asset can show a negative share while its category's surplus stays positive. Click one to open it. When an asset with a surplus is disposed of, its surplus moves straight to accumulated surplus (retained earnings) — under IPSAS 17 its share, but never more than the class still holds; it never goes through surplus or deficit. The disposal record says so. A disposal must be dated after the asset's latest revaluation or impairment.

On the asset form, **Revaluation, Impairment and Verification** shows the cost or valuation, the revaluation surplus (under IPSAS 17 the asset's **Share of Class Surplus** and what the whole category holds), any accumulated impairment, each revaluation and impairment (click one to open it), when the asset was last verified, and the **Revalue…**, **Record Impairment…** and **Reverse Impairment…** buttons.

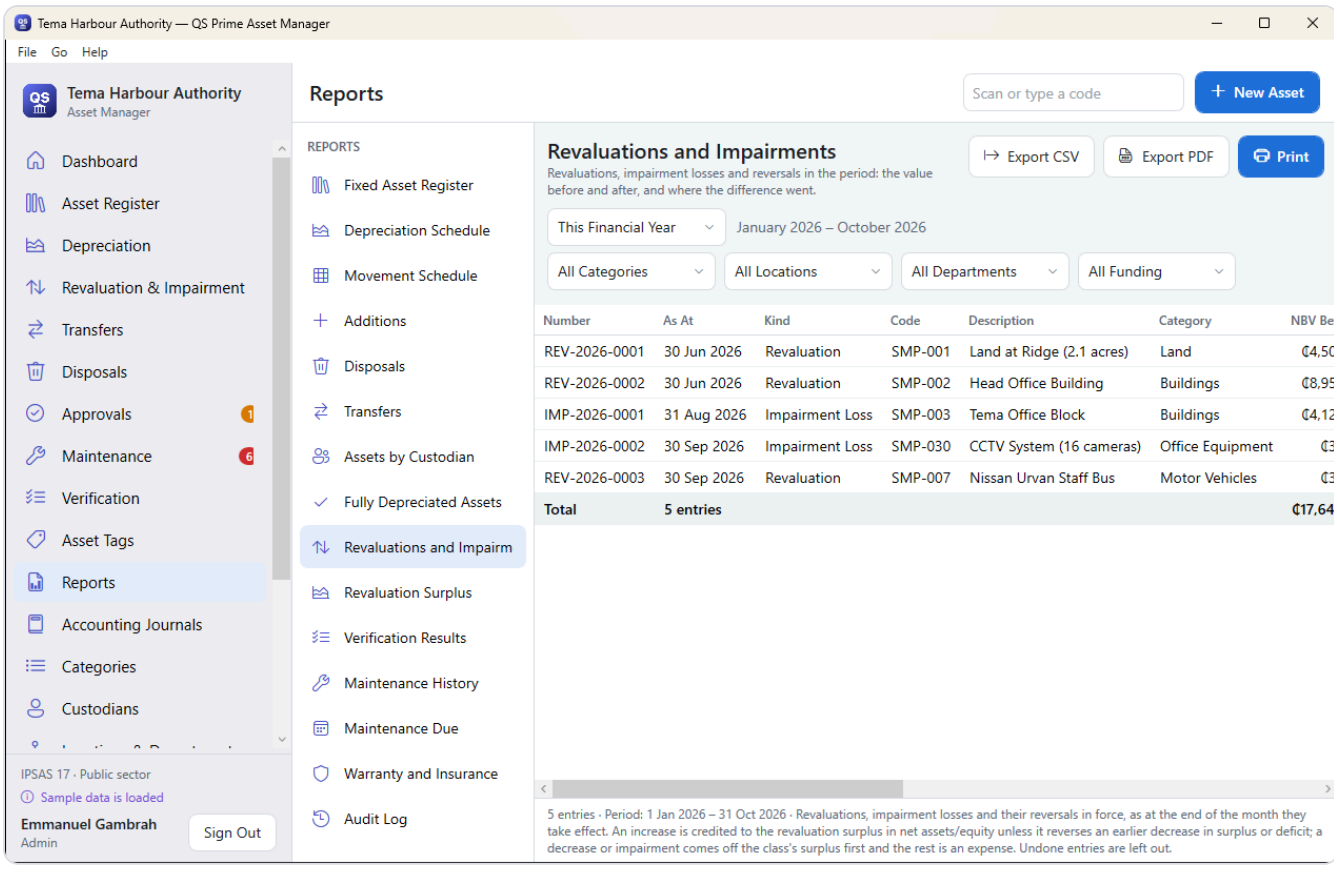


The revaluation surplus by category, and each asset's share (IPSAS 17). The Tema block's impairment came off the Buildings surplus.



A revalued building on the asset form.

In **Reports** (chapter 17): the movement schedule carries the revaluations and an accumulated impairment section; the Fixed Asset Register shows cost or valuation and impairment; and **Revaluations and Impairments**, **Revaluation Surplus** and **Verification Results** are new. The **Report** button on the Verification and Revaluation & Impairment screens opens them.




The Revaluations and Impairments report: where each change went.

**A mistake?**

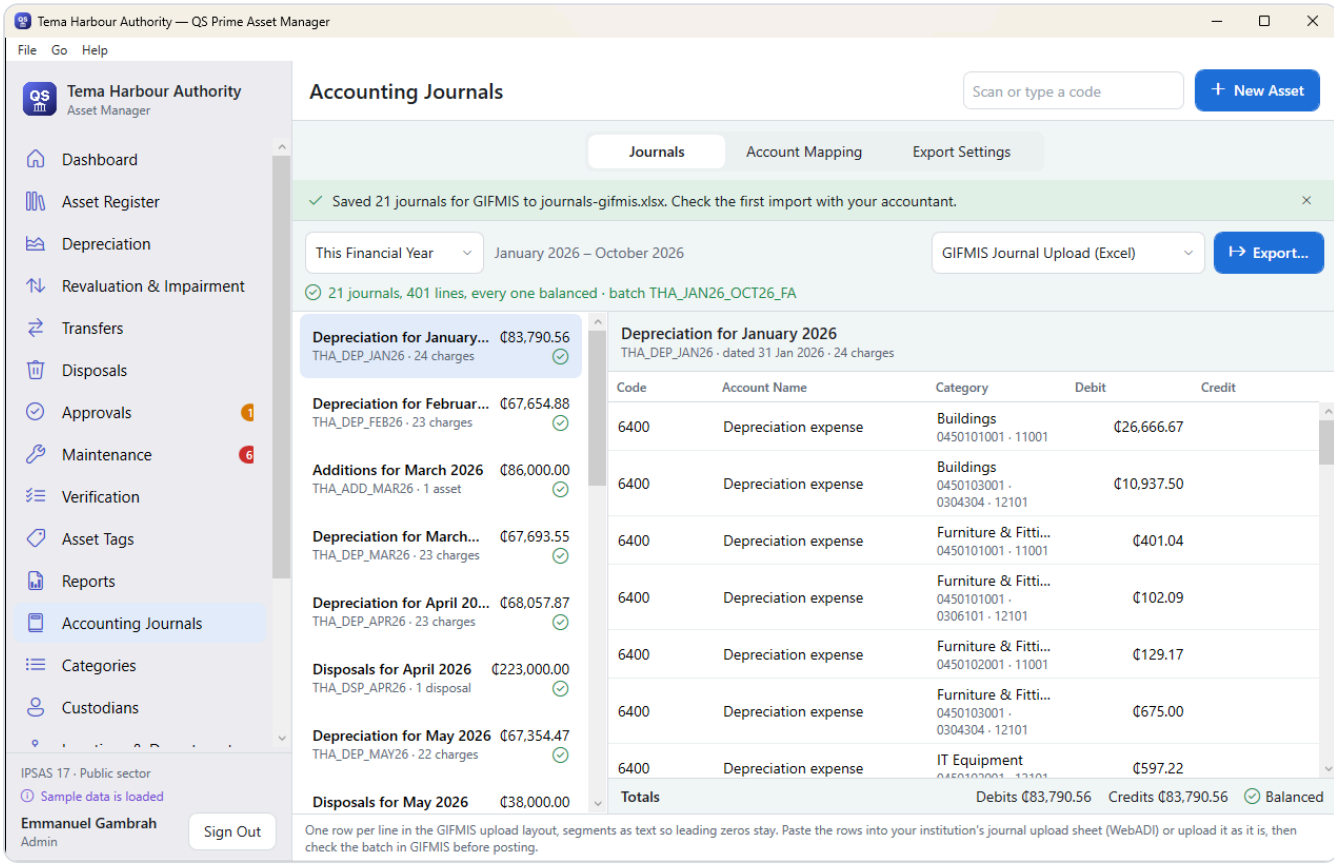
An admin can **Undo…** a revaluation or impairment from its details: only the latest one for the asset, only before any depreciation has been posted on the new value (reverse those months first), only while its month isn't locked, and not once the asset has been disposed of. It asks for the reason. The entry stays in the list marked Undone (tick **Show Undone**), and the audit log keeps it. Under IPSAS 17 the rest of the class is worked out again without it.

**Changing the framework, or upgrading from 1.5**

When the framework in Settings changes between IPSAS 17 and IAS 16 / IFRS for SMEs, every revaluation, impairment and disposal is worked out again under the new rule (the change in each asset's book value stays the same; only how much goes to the surplus and how much to surplus or deficit moves). So is a category when a revalued asset moves into or out of it. A 1.5 register under IPSAS 17 is worked out by class the first time 1.6 opens it. The audit log records it.

# 16. Accounting journals

The register knows every addition, every month's depreciation, every disposal and every revaluation and impairment. **Accounting Journals** in the sidebar (or File › **Accounting Journals...**, Ctrl + Shift + J) turns them into balanced journals for the general ledger, so nobody retypes them into GIFMIS, QuickBooks, Sage or Xero. Everyone can see and export the journals; only an admin changes the accounts and the export settings.




The journals for the financial year so far, exported for GIFMIS: the depreciation journal for January, with a line per category, cost centre, location and funding code.

## The journals

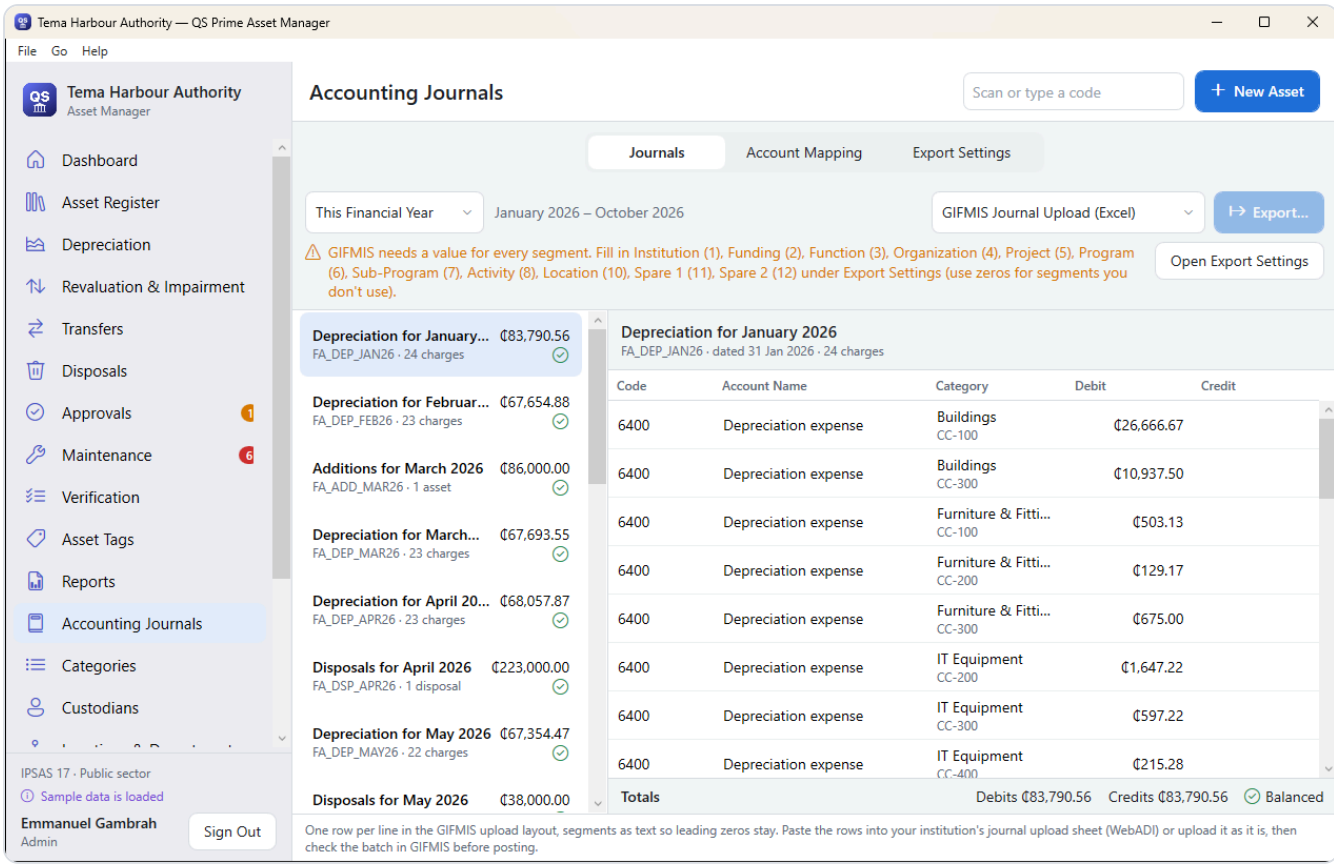
Choose the months (**Last Month** to start, or **This Month**, **This Financial Year**, **Last Financial Year**, or **Custom** with From and To) and the **format**. Each month gets one journal of each kind that has something in it, dated the last day of the month. Click a journal on the left to see its lines on the right, with the totals underneath.

| Journal | Debit | Credit |
|---|---|---|
| Additions | Cost or valuation (cost of assets acquired that month) | Asset purchases clearing (or your payables or bank account) |
| Depreciation | Depreciation expense (the month's posted run) | Accumulated depreciation |
| Disposals | Accumulated depreciation and impairment taken out; disposal proceeds (net of the costs of disposal); a loss (deficit) | Cost or valuation; a gain (surplus) |
| Disposals: surplus | Revaluation surplus on the asset | Accumulated surplus (retained earnings) |

| Journal | Debit | Credit |
|---|---|---|
| Revaluations | The rise in cost or valuation; accumulated depreciation (and impairment) eliminated; a decrease the surplus can't absorb, to impairment and revaluation losses | Revaluation surplus; a fall in cost or valuation; an increase reversing an earlier expense, to impairment reversals and revaluation gains |
| Impairments | Impairment loss (or the revaluation surplus it comes off); a reversal back to accumulated impairment | Accumulated impairment; a reversal to income (or the surplus) |

- Lines are added up by account and category. For GIFMIS and the generic CSV they're also split by the cost centre, location code and funding code of the assets behind them; QuickBooks, Sage and Xero get one line per account and category. Both sides of every entry carry the same codes, so each journal balances for every fund, cost centre and location, not just in total.
- Every journal must **balance**: the list shows a green tick beside each, and the line above says how many journals and lines there are and names the batch. Export is refused if one doesn't.
- A month whose depreciation isn't posted yet has no depreciation journal, and the screen says so: post it on the Depreciation screen first. Months before the go-live month are left out (assets held then are opening balances, not additions).
- Journals are worked out from the records each time, so export a month once its depreciation is posted and its records are complete. Locking the month (chapter 10) stops its depreciation, revaluations and impairments changing; an asset added later with an acquisition date in that month still joins its additions, so add assets before you export.

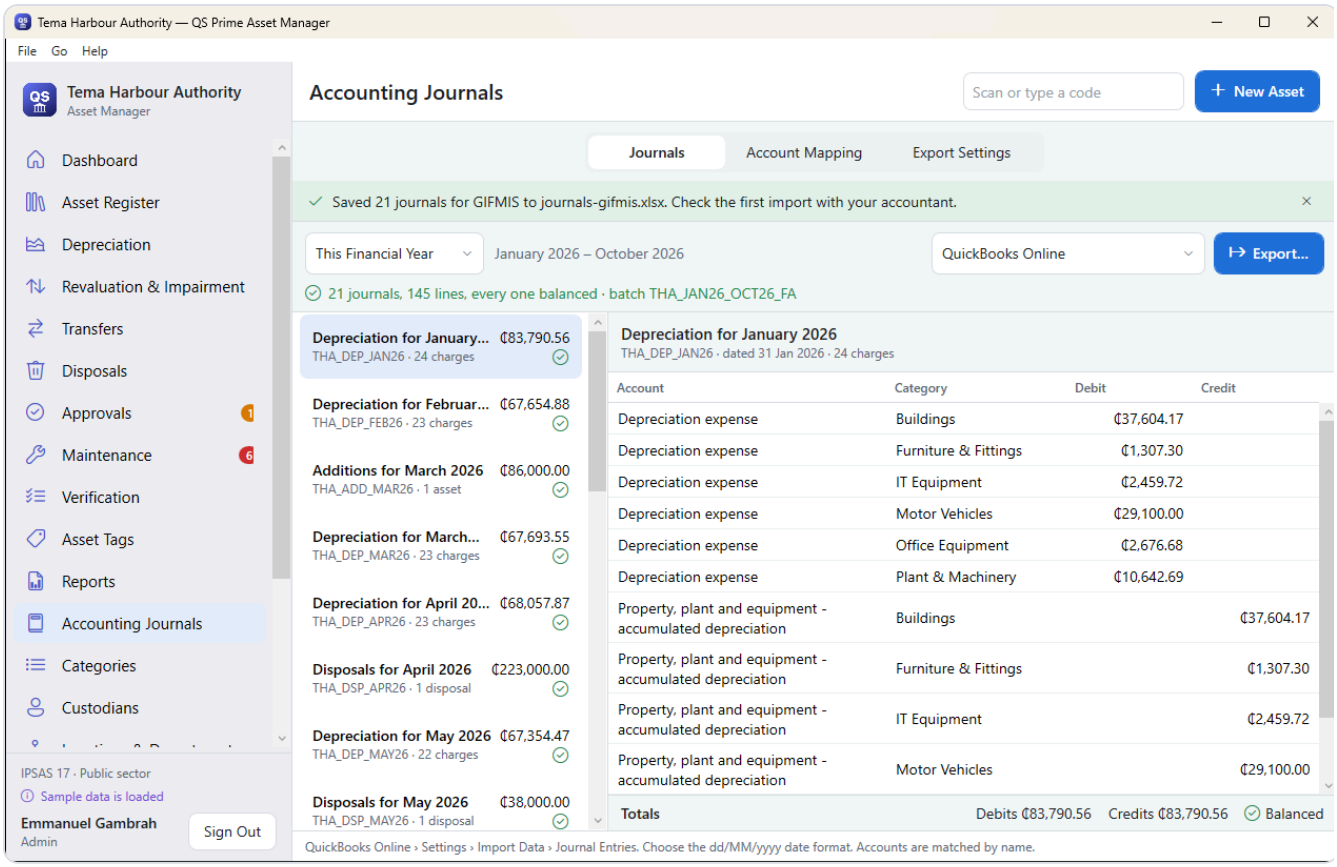
Press **Export…** and choose where to save the file. When something is missing — GIFMIS segments not filled in, say, or an account without a code — **Export…** stays greyed, the reason is in orange, and a button beside it opens the tab that fixes it. Every export is in the audit log, with the journals and their totals.




Before the GIFMIS segments are filled in, the export waits and says which ones are missing.

| Format | How to bring it in |
|---|---|
| GIFMIS Journal Upload (Excel) | One row per line in the GIFMIS upload layout: Batch_Name, Journal_Name, Journal_Source, Journal_Category, Accounting_Period (Oct-26), the 12 segments, Debit_Amount, Credit_Amount, Line_Description. The segments are text cells, so 0000000 stays 0000000. Paste the rows into your institution's journal upload sheet (WebADI) or upload it as it is, and check the batch in GIFMIS before posting. |
| QuickBooks Online | Settings › Import Data › Journal Entries. Choose the dd/MM/yyyy date format. Accounts are matched by **name**, so the screen shows the account names without codes. |
| Sage 50 | File › Import › Audit Trail Transactions: JD (journal debit) and JC (journal credit) lines by nominal code, tax code T9. |
| Xero | Accounting › Manual Journals › Import. Accounts by code, debits positive and credits negative, with the tax rate from Export Settings. |
| Generic CSV | For any other system: batch, journal, type, date, period, account code and name, debit, credit, description, category, cost centre, location and funding codes. Opens in Excel. |

The bottom of the screen repeats how to bring the chosen format in.

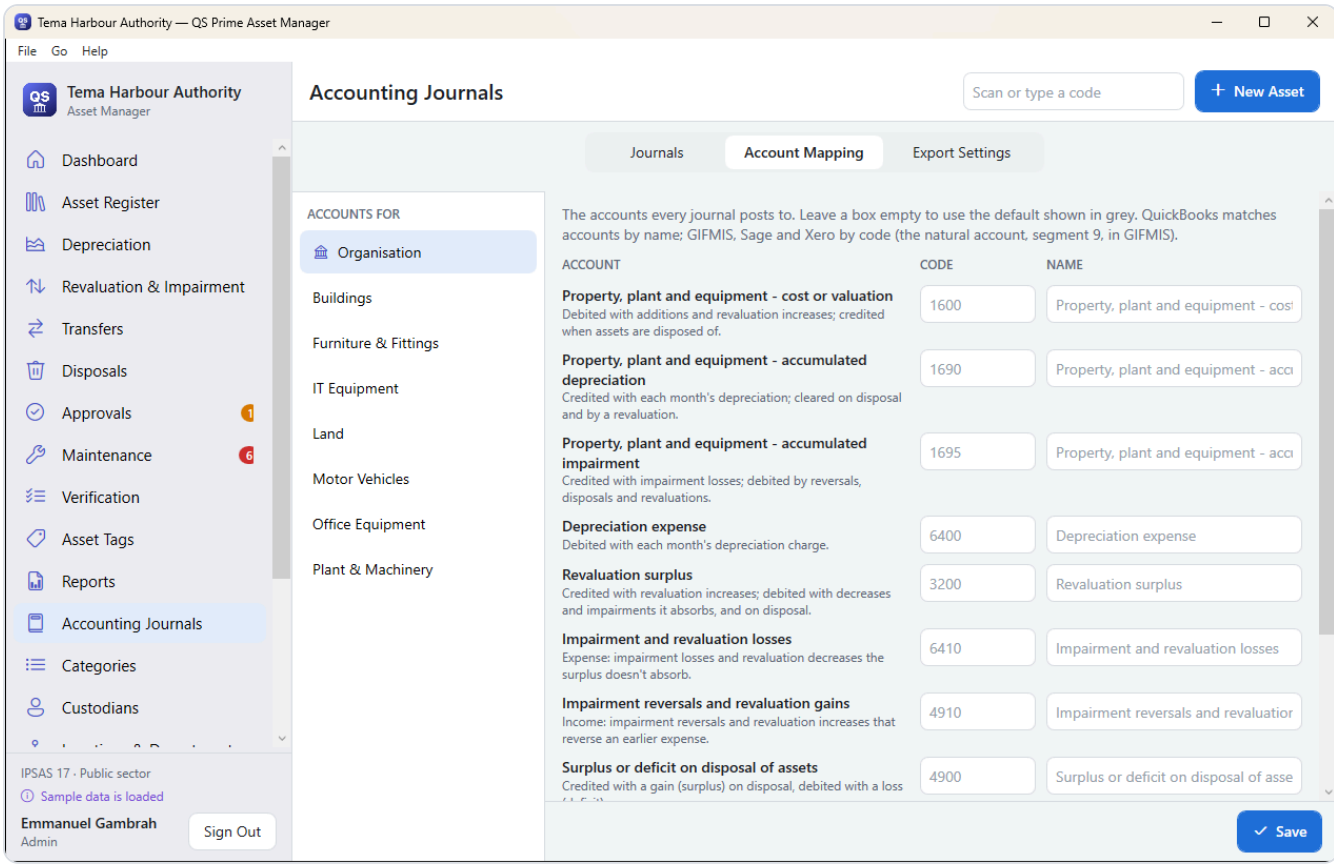



The same journal for QuickBooks Online: one line per account and category, matched by name.

> **Check the first import**
> The layouts follow the systems' published import templates and the GIFMIS upload layout, but every ledger is set up a little differently. Bring in one month first, check it with your accountant, and only then post it.

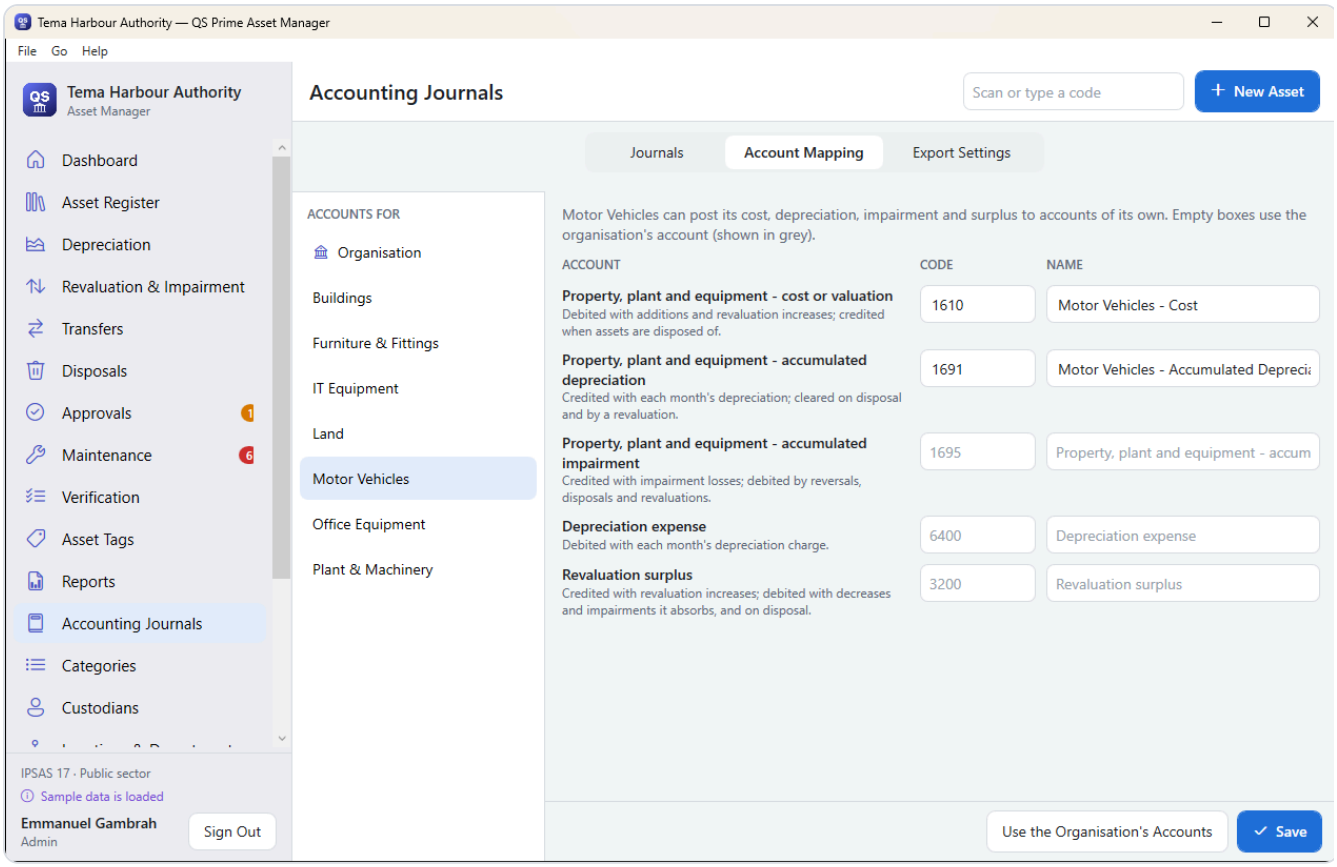
## Account mapping

The **Account Mapping** tab holds the accounts the journals post to, each with a code and a name. Out of the box they have sensible names and placeholder codes (1600, 1690, 6400…): replace them with your own chart of accounts and press **Save**. An empty box uses the default shown in grey. QuickBooks needs the **names** to match your accounts exactly; GIFMIS (the natural account, segment 9), Sage and Xero use the **codes**.




The organisation's accounts. Each says what posts to it.

Pick a **category** on the left to give it accounts of its own for cost or valuation, accumulated depreciation, accumulated impairment, depreciation expense and revaluation surplus — Motor Vehicles to their own cost account, say. Empty boxes use the organisation's account; **Use the Organisation's Accounts** clears them.



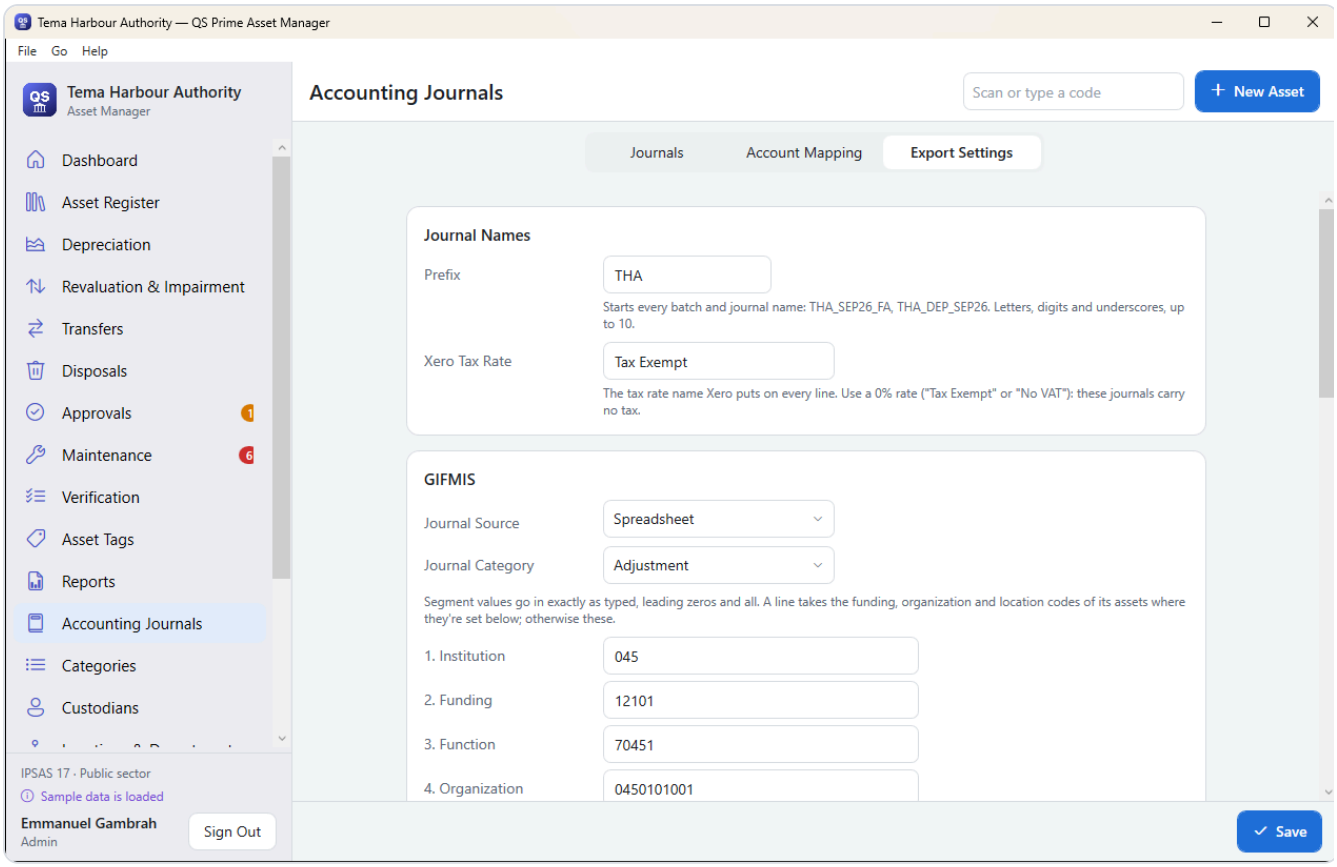

Motor Vehicles with a cost and accumulated depreciation account of their own.

## Export settings and GIFMIS segments

The **Export Settings** tab has:

- **Prefix**: starts every batch and journal name, as GIFMIS likes them — prefix THA gives the batch **THA_SEP26_FA** and the depreciation journal **THA_DEP_SEP26** (ADD additions, DSP disposals, REV revaluations, IMP impairments). Without a prefix they start FA.
- **Xero Tax Rate**: the tax rate name on every Xero line. Use a 0% rate (Tax Exempt to start); these journals carry no tax.
- **Journal Source** (Spreadsheet to start) and **Journal Category** (Adjustment to start) for GIFMIS.
- The **12 GIFMIS segments**: Institution, Funding, Function, Organization, Project, Program, Sub-Program, Activity, Natural Account, Location, Spare 1 and Spare 2. Enter your institution's values exactly as GIFMIS has them, leading zeros and all (zeros for segments you don't use). Segment 9, the natural account, comes from the account mapping. GIFMIS export waits until every other segment has a value.
- Codes that vary by asset: each **funding source**'s code (segment 2), each **department**'s cost centre (segment 4, the organization) and each **location**'s code (segment 10). A line takes these from its assets where they're set, and the defaults above where they're not.

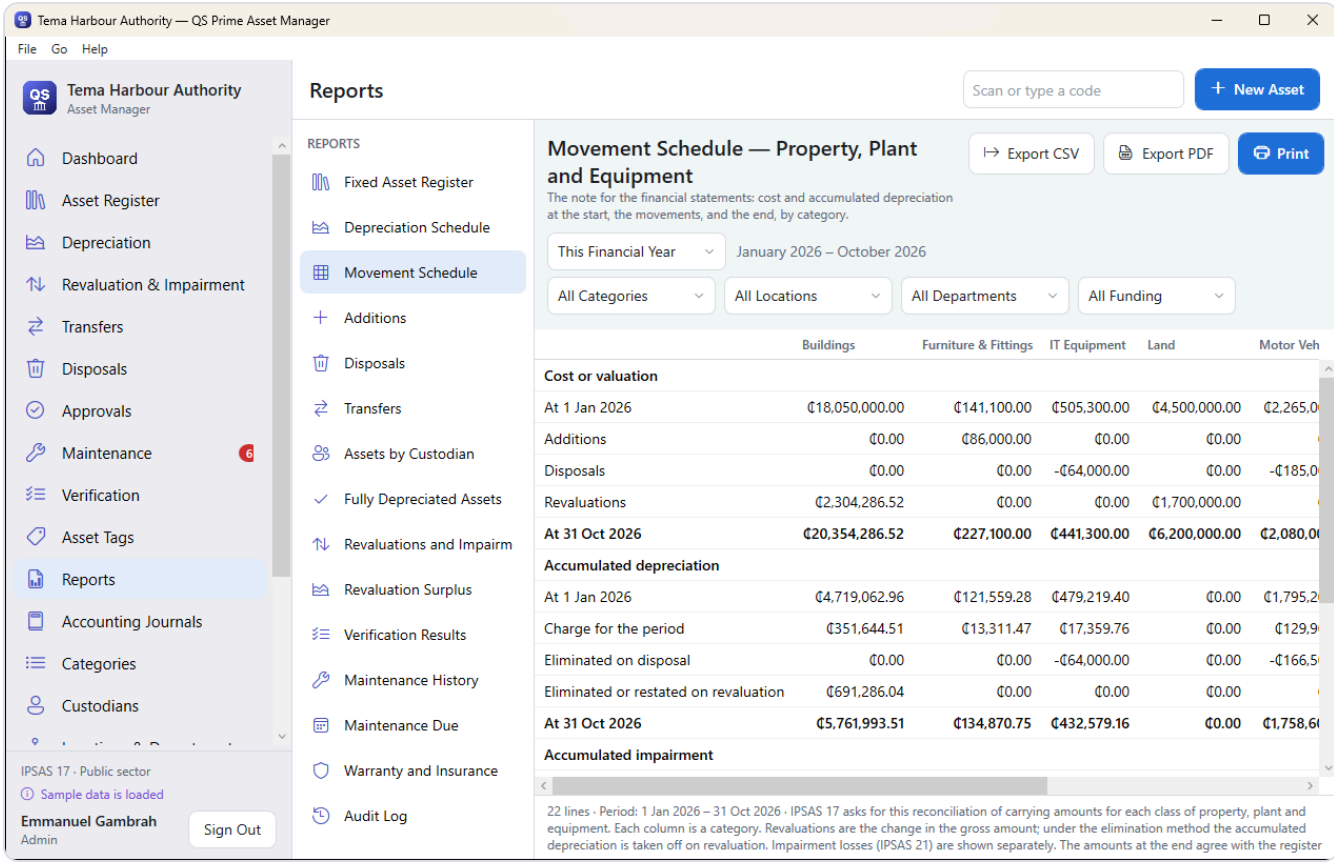
Press **Save** at the bottom when you're done.




Export settings for the sample authority: the prefix and the GIFMIS segment values.

# 17. Reports

The **Reports** screen ( Ctrl + 8 ) has the reports auditors and the financial statements ask for. Pick one on the left, choose the period and filters, and it appears at once. Every report can be saved as a PDF or a CSV file for Excel, or printed, and each carries the same heading: your organisation, the report, the period, the framework and any filters, and who generated it when. Clicking a row opens what is behind it: the asset, the disposal, the transfer or the custodian.



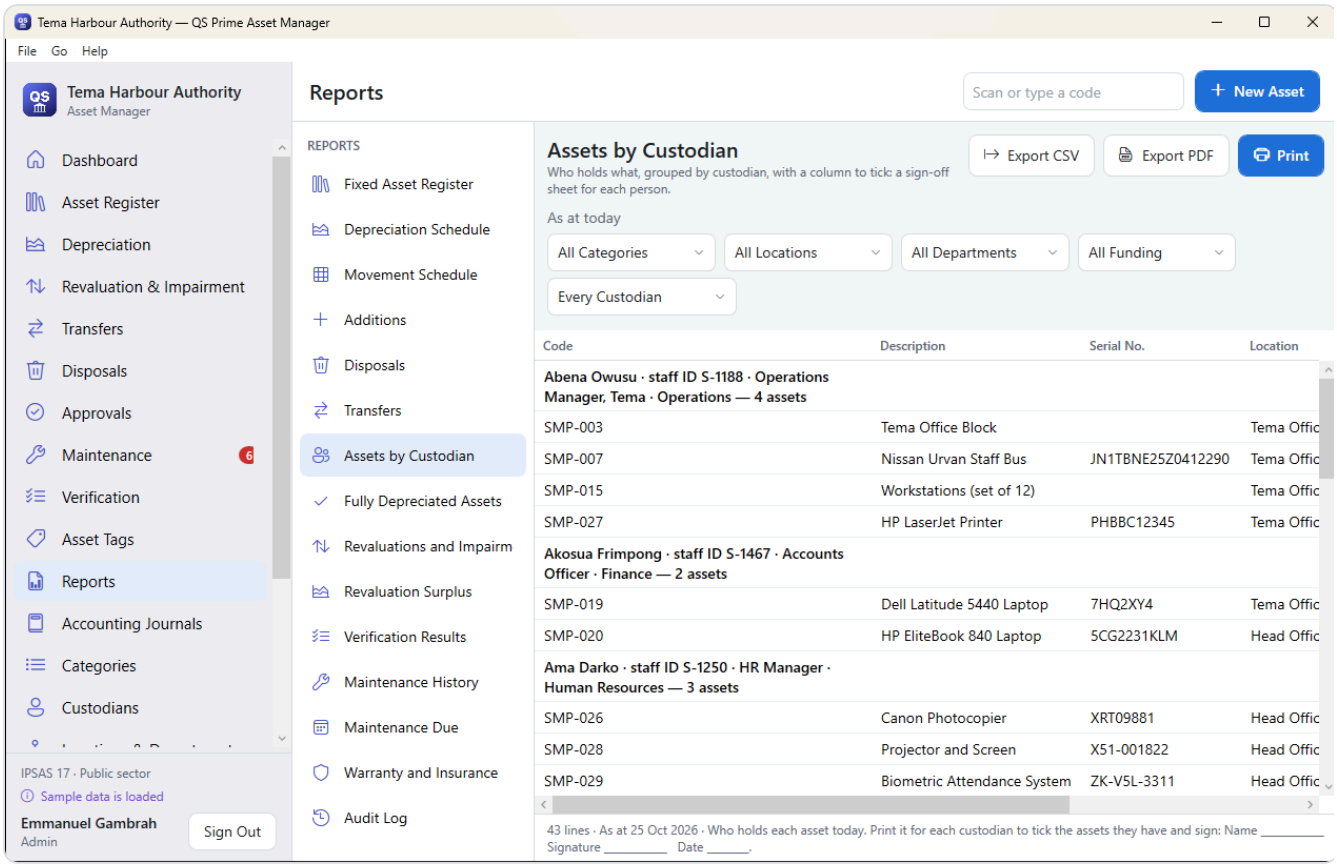

The Movement Schedule for this financial year: one column per category, and the total.

| Report | What it shows |
|---|---|
| Fixed Asset Register | Every asset held at the end of the period: where it is, who holds it, serial number, acquisition date, cost or valuation, accumulated depreciation, impairment and net book value. An asset disposed of after the period shows "Disposed of later". |
| Depreciation Schedule | For each asset: cost, depreciation at the start, the charge for the period, what was eliminated on disposal, and depreciation and net book value at the end. Its totals agree with the Movement Schedule. |
| Movement Schedule | The note for the financial statements (IPSAS 17, IAS 16 or the IFRS for SMEs): for each category, cost or valuation at the start + additions − disposals ± revaluations = cost or valuation at the end; the same for accumulated depreciation and for accumulated impairment; and the net book value at the start and end. The figures at the end agree with the register and the dashboard for the same date. |
| Additions | Assets acquired in the period, with supplier, invoice and cost — including any since disposed of. |

| Report | What it shows |
|---|---|
| Disposals | Completed disposals in the period: cost, accumulated depreciation, net book value, net proceeds and the gain or loss (surplus or deficit). |
| Transfers | Completed transfers in the period, one line per asset, from where to where. |
| Assets by Custodian | Who holds what today, grouped by person, with a **Seen (tick)** column: print it for each custodian (pick them in **Every Custodian**) to tick and sign. |
| Fully Depreciated Assets | Assets depreciated down to their residual value but still held, with the month they got there. |
| Revaluations and Impairments | Revaluations, impairment losses and their reversals in the period: the value before and after, and how much went to the revaluation surplus and how much to surplus or deficit (chapter 15). |
| Revaluation Surplus | The revaluation surplus by category: at the start of the period, increases, decreases, what was transferred on disposal, and at the end. |
| Verification Results | Every asset on the counts completed in the period: found, found elsewhere, not found, and the items with no record. |
| Maintenance History | Every service, repair and inspection in the period: what was done, by whom and what it cost, with the total. Open repairs say so. |
| Maintenance Due | Scheduled maintenance by when it falls due, overdue first (in bold): a work list for this month. |
| Warranty and Insurance | Every warranty and insurance date on record, soonest first; cover that has run out in bold. |
| Audit Log | Every change in the period, oldest first, with old and new values. |

## The period

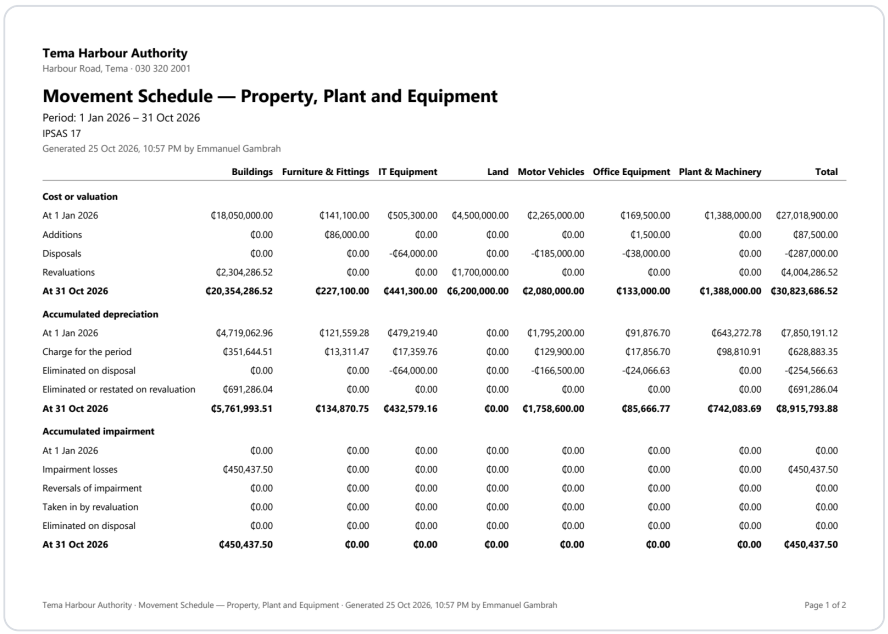
- Reports of movements (the schedules, additions, disposals, transfers, the audit log) cover the months of the period. The others show the position **at the end** of it: with Custom, choose the month in **As at the end of**.
- Assets by Custodian, Maintenance Due, and Warranty and Insurance are always as at today.
- The app holds depreciation from the go-live month (chapter 10). A period that starts earlier starts at go-live, and the report says so.




Assets by Custodian: a section for each person, ready to print as sign-off sheets.

## PDF, Excel and printing

**Export PDF** and **Export CSV** (anyone allowed to export: every role does) save the report; each export is recorded in the audit log. **Print** prints the same pages as the PDF on A4. Wide reports turn to landscape by themselves, long text wraps instead of being cut off, and every page has a footer with the report and page number.



**Tema Harbour Authority**
Harbour Road, Tema · 030 320 2001

**Movement Schedule — Property, Plant and Equipment**
Period: 1 Jan 2026 – 31 Oct 2026
IPSAS 17
Generated 25 Oct 2026, 10:57 PM by Emmanuel Gambrah

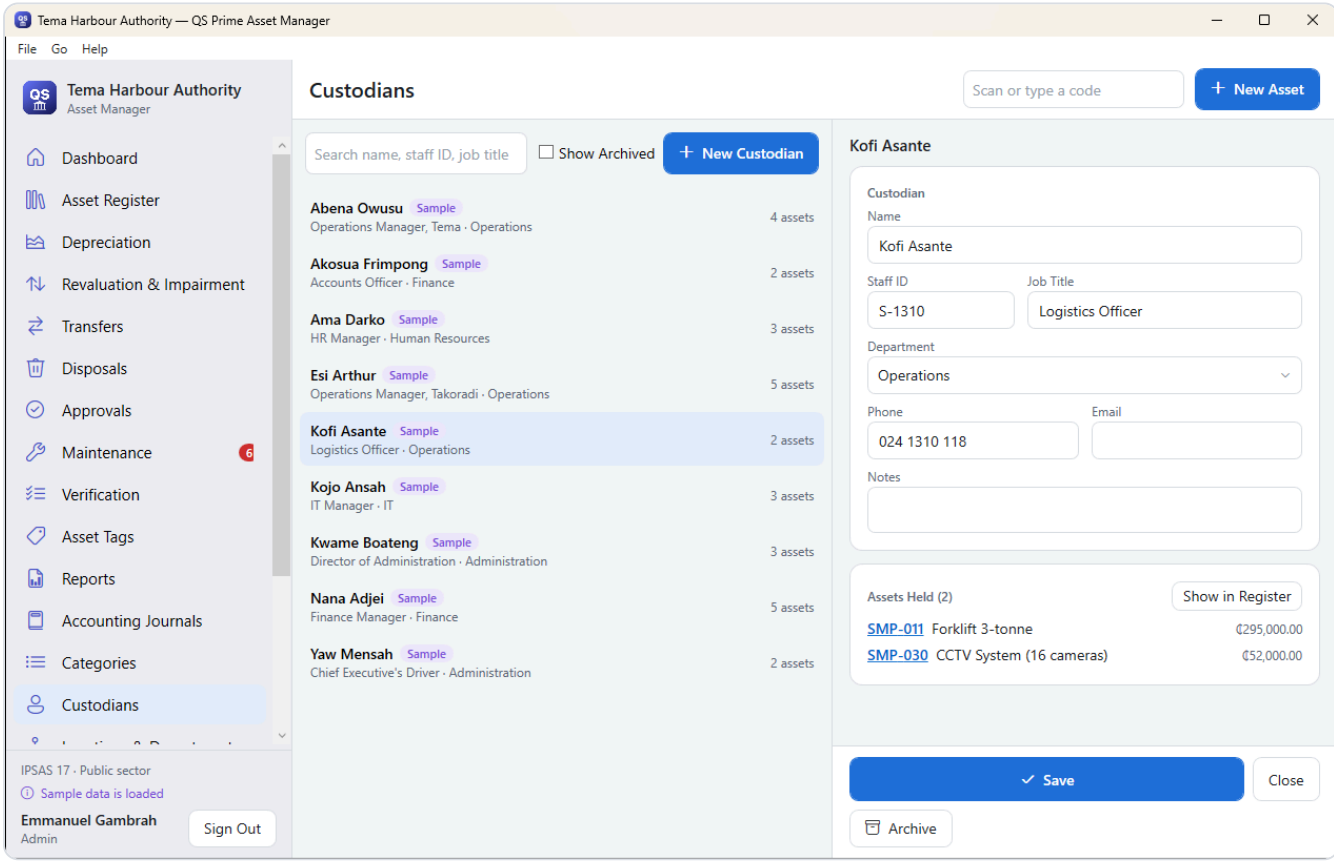
| | Buildings | Furniture & Fittings | IT Equipment | Land | Motor Vehicles | Office Equipment | Plant & Machinery | Total |
|---|---|---|---|---|---|---|---|---|
| **Cost or valuation** | | | | | | | | |
| At 1 Jan 2026 | ₵18,050,000.00 | ₵141,100.00 | ₵505,300.00 | ₵4,500,000.00 | ₵2,265,000.00 | ₵169,500.00 | ₵1,388,000.00 | ₵27,018,900.00 |
| Additions | ₵0.00 | ₵86,000.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵1,500.00 | ₵0.00 | ₵87,500.00 |
| Disposals | ₵0.00 | ₵0.00 | -₵64,000.00 | ₵0.00 | -₵185,000.00 | -₵38,000.00 | ₵0.00 | -₵287,000.00 |
| Revaluations | ₵2,304,286.52 | ₵0.00 | ₵0.00 | ₵1,700,000.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵4,004,286.52 |
| **At 31 Oct 2026** | **₵20,354,286.52** | **₵227,100.00** | **₵441,300.00** | **₵6,200,000.00** | **₵2,080,000.00** | **₵133,000.00** | **₵1,388,000.00** | **₵30,823,686.52** |
| **Accumulated depreciation** | | | | | | | | |
| At 1 Jan 2026 | ₵4,719,062.96 | ₵121,559.28 | ₵479,219.40 | ₵0.00 | ₵1,795,200.00 | ₵91,876.70 | ₵643,272.78 | ₵7,850,191.12 |
| Charge for the period | ₵351,644.51 | ₵13,311.47 | ₵17,359.76 | ₵0.00 | ₵129,900.00 | ₵17,856.70 | ₵98,810.91 | ₵628,883.35 |
| Eliminated on disposal | ₵0.00 | ₵0.00 | -₵64,000.00 | ₵0.00 | -₵166,500.00 | -₵24,066.63 | ₵0.00 | -₵254,566.63 |
| Eliminated or restated on revaluation | ₵691,286.04 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵691,286.04 |
| **At 31 Oct 2026** | **₵5,761,993.51** | **₵134,870.75** | **₵432,579.16** | **₵0.00** | **₵1,758,600.00** | **₵85,666.77** | **₵742,083.69** | **₵8,915,793.88** |
| **Accumulated impairment** | | | | | | | | |
| At 1 Jan 2026 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 |
| Impairment losses | ₵450,437.50 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵450,437.50 |
| Reversals of impairment | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 |
| Taken in by revaluation | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 |
| Eliminated on disposal | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 | ₵0.00 |
| **At 31 Oct 2026** | **₵450,437.50** | **₵0.00** | **₵0.00** | **₵0.00** | **₵0.00** | **₵0.00** | **₵0.00** | **₵450,437.50** |

Tema Harbour Authority · Movement Schedule — Property, Plant and Equipment · Generated 25 Oct 2026, 10:57 PM by Emmanuel Gambrah
Page 1 of 2

The Movement Schedule as a PDF.

# 18. Custodians

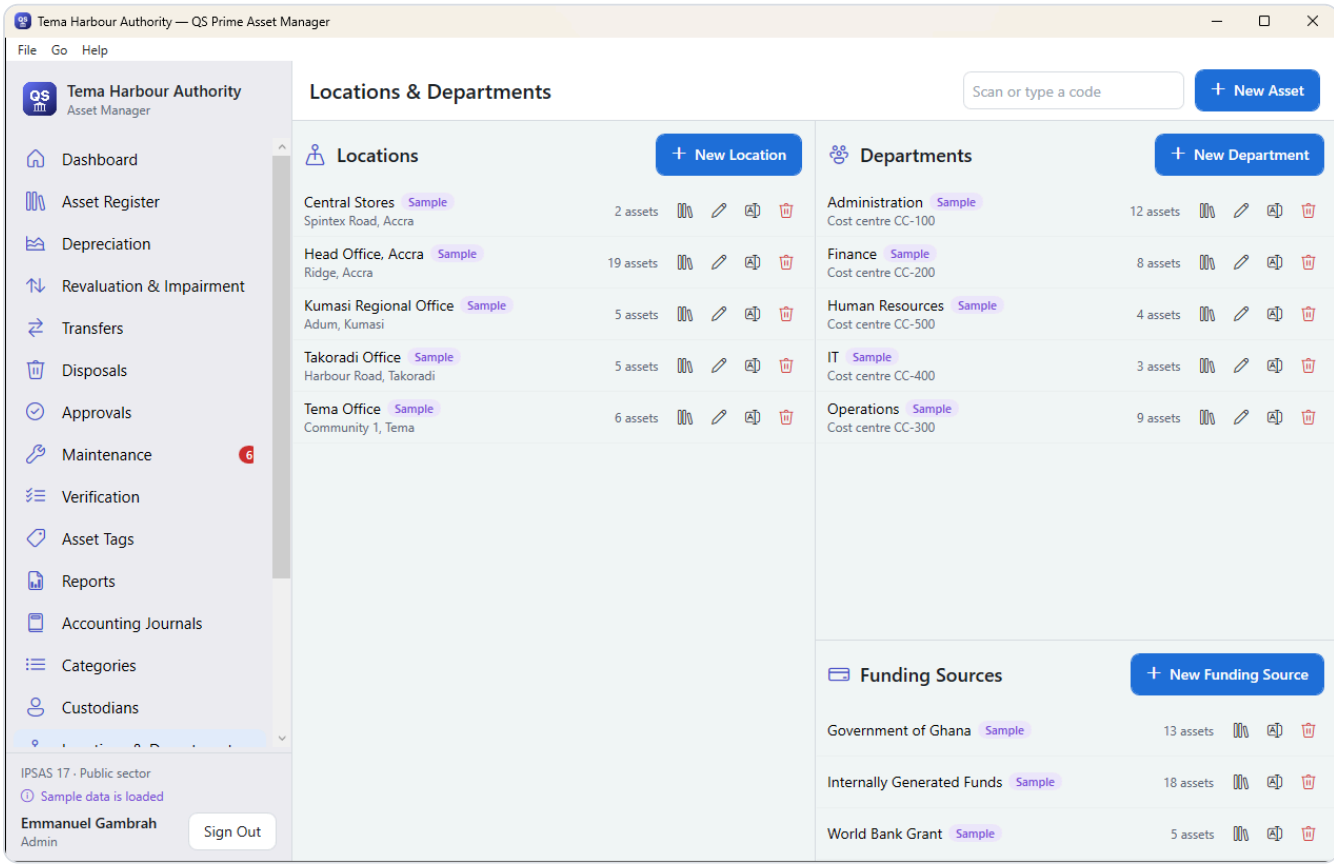
A custodian is the person responsible for an asset: the driver of a vehicle, the officer with a laptop, the head of a department for its furniture. Custodians don't need a login.




A custodian and the assets they hold.

- Name, staff ID (unique if given), job title, department, phone, email and notes. **New Custodian** opens an empty form; **Save** adds them.
- **Assets Held** lists what they're responsible for. Click an asset code to open it; **Show in Register** lists them in the register.
- Someone who has left: give their assets to someone else on each asset's form, then **Archive** them. They stay on past records.
- **Delete** only works for a custodian who holds no assets.

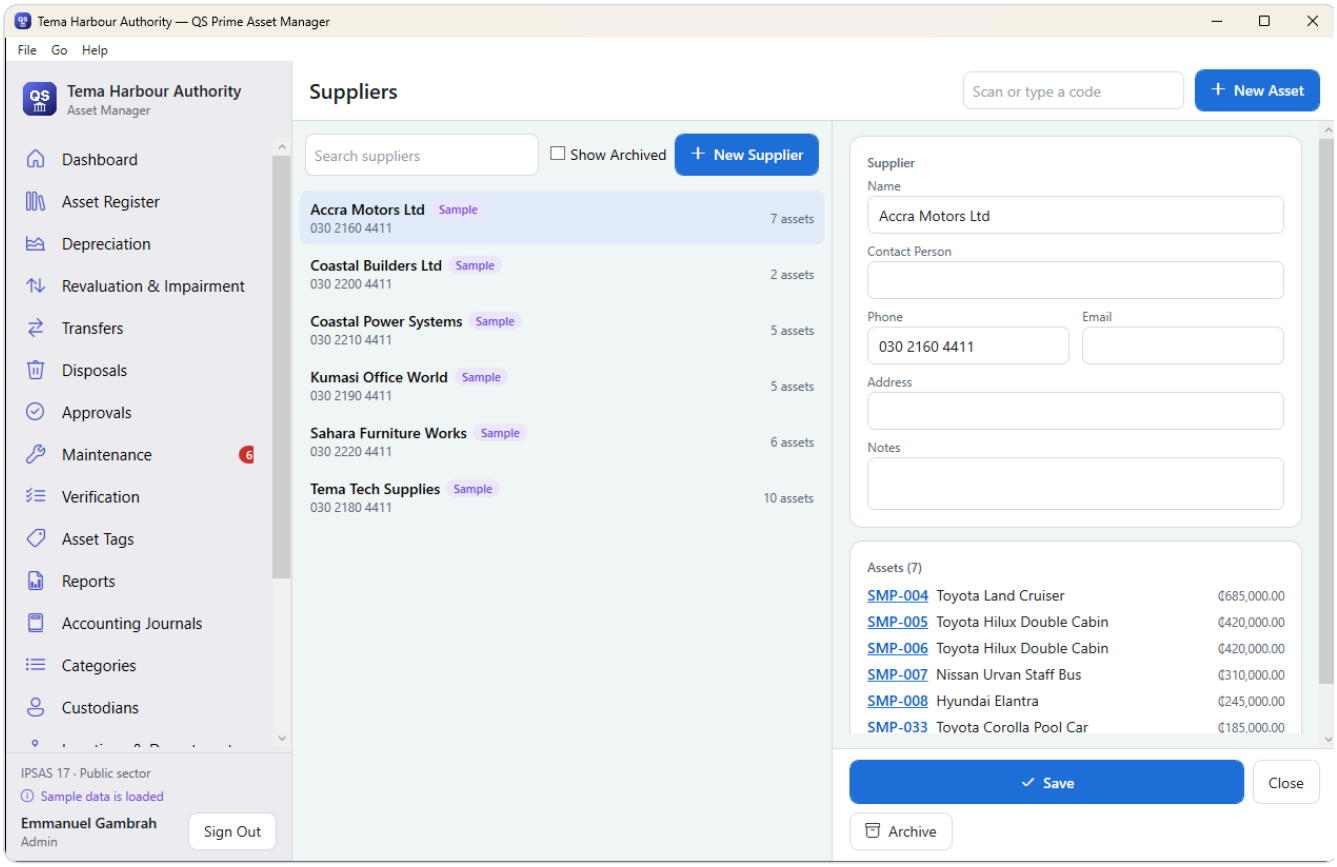
# 19. Locations, departments and funding sources




Locations, departments and funding sources.

- **Locations**: sites, buildings and rooms. The pencil adds the address.
- **Departments**: departments or cost centres. The pencil adds the cost centre code from your accounting system.
- **Funding Sources**: shown when switched on in Settings (on for the public sector).
- The register icon opens the register filtered to that entry; the other icons rename and delete. Deleting an entry keeps its assets; they just lose that location, department or funding source.

# 20. Suppliers

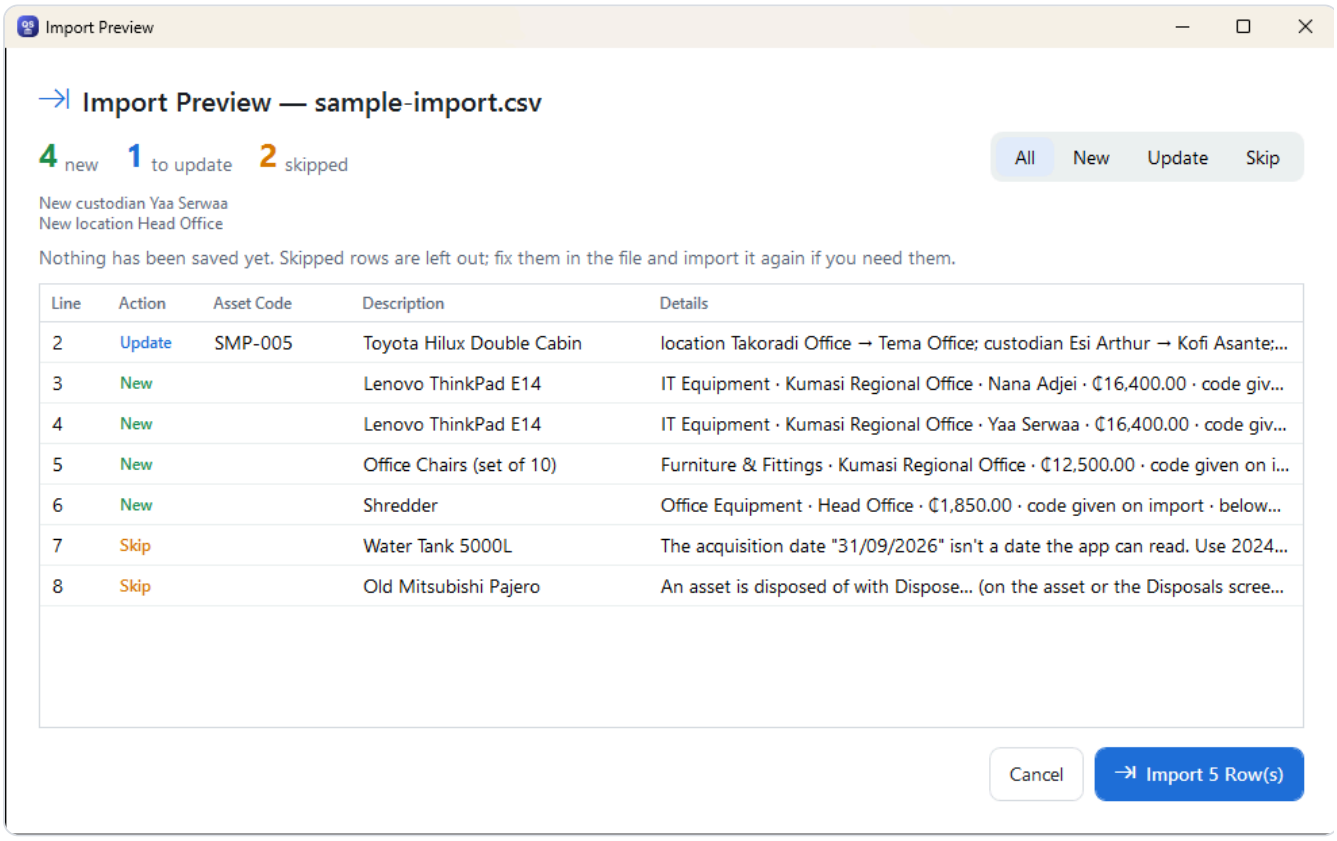



A supplier and the assets bought from it.

The companies assets were bought from: contact, phone, email, address and notes. The list under the form shows what was bought from them; click a code to open the asset. A supplier with assets is archived rather than deleted.

# 21. Bringing in your register from Excel

If your register is in Excel, save it as CSV (File › Save As › **CSV UTF-8**, or plain CSV) and press **Import…** in the Asset Register (Ctrl + Shift + I). Nothing is saved until you've seen a preview of every row.



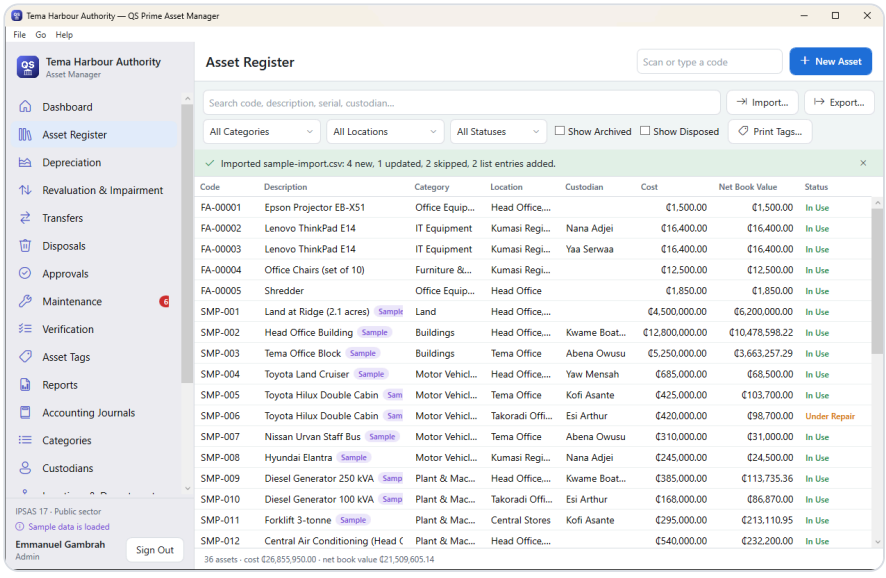

The preview: what will be added, updated and skipped, and why.

The first row must be the column headings. The app recognises the usual names (Tag Number, Asset Class, Site, Assigned To, Purchase Date, Historical Cost…). The easiest layout is the one Export writes:

| Column | Notes |
|---|---|
| Asset Code | Matches an existing asset to update it. Leave it empty for new assets to get the next codes. |
| Description, Category | Needed for a new asset. A category that doesn't exist yet is added (straight-line over 5 years — check it in Categories). |
| Acquisition Date, Cost | Needed for a new asset. Dates as 2024-03-12 or 12/03/2024 — day first, as in Ghana. Amounts may have commas and ₵. |
| In-Service Date | Optional; the acquisition date if empty. |
| Location, Department, Custodian, Supplier, Funding Source | Names. New ones are added to the lists; the preview lists them. Moving an existing asset this way is recorded as a transfer ("CSV import"). |
| Sub-category, Make, Model, Serial Number, Invoice / Reference, Notes | Optional. |

| Column | Notes |
|---|---|
| Status | In Use, In Storage, Under Repair or Missing. A new row marked Disposed is skipped: import the asset as In Use, then record its disposal (chapter 12), so the gain or loss is worked out. |
| Warranty Provider, Warranty Expiry, Insurer, Insurance Policy Number, Insurance Expiry | Optional (chapter 14). Dates as above. An empty cell leaves a date as it is, so an import never clears one. |
| Archived | Yes or No. |
| Opening Accumulated Depreciation | For an asset in service before the go-live month: the depreciation it had in your old books (chapter 10). A file from another system with just an **Accumulated Depreciation** column has that read as the opening balance. Left empty, it's worked out from the policy. It can't change once depreciation is posted for the asset. |
| Accumulated Depreciation, Net Book Value | Written by Export (to date); an import ignores them when there's an Opening column. |

- An empty cell leaves that detail as it is when updating.
- Skipped rows show why: a date the app can't read (31/09 doesn't exist), a cost that isn't a number, a code used twice. Fix them in Excel and import again — rows already imported show "Already up to date."
- **Import** saves every New and Update row at once, or none at all. Each asset's history says it came from the import.



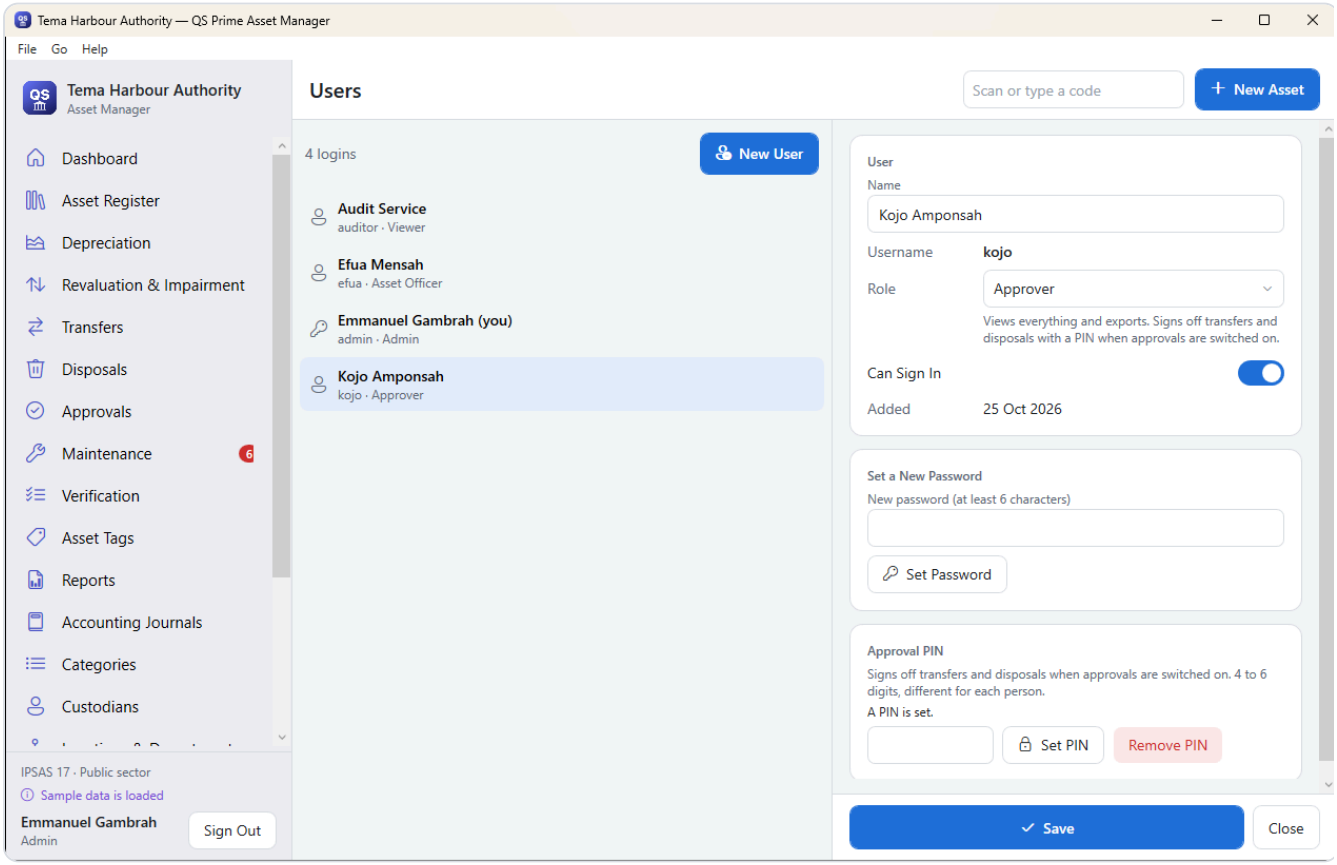

Imported: the new assets got the next codes.

## Exporting

**Export...** in the Asset Register (Ctrl + Shift + E) saves every asset, archived ones too, as a CSV file in the same layout, with the opening balance entered, accumulated depreciation and net book value at the end, so it opens in Excel and imports again. The file is UTF-8 with the mark Excel needs to show ₵ correctly. Every export is in the audit log. The Audit Log has its own Export (chapter 8).

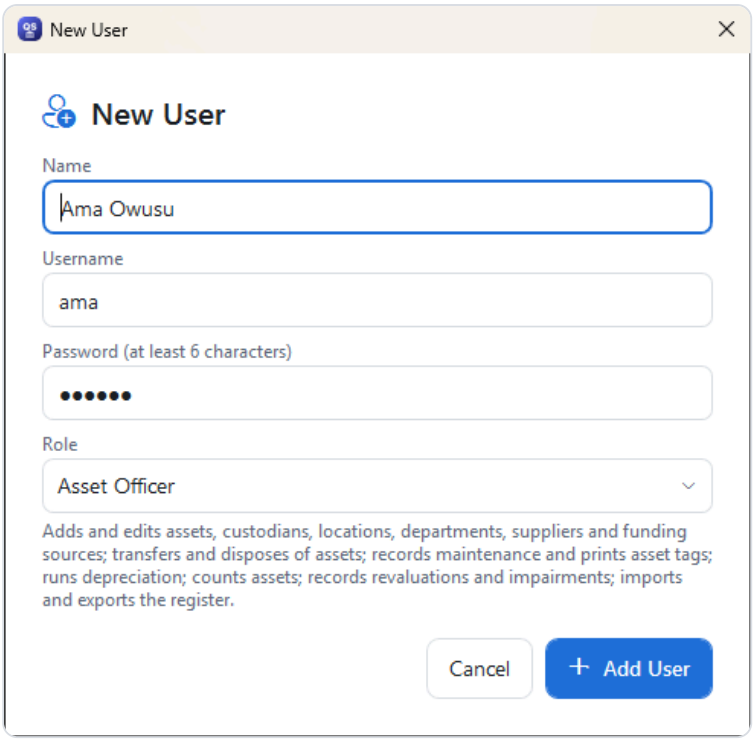
# 22. Users

Admins manage logins in Users.




Users, with the approver Kojo Amponsah open.

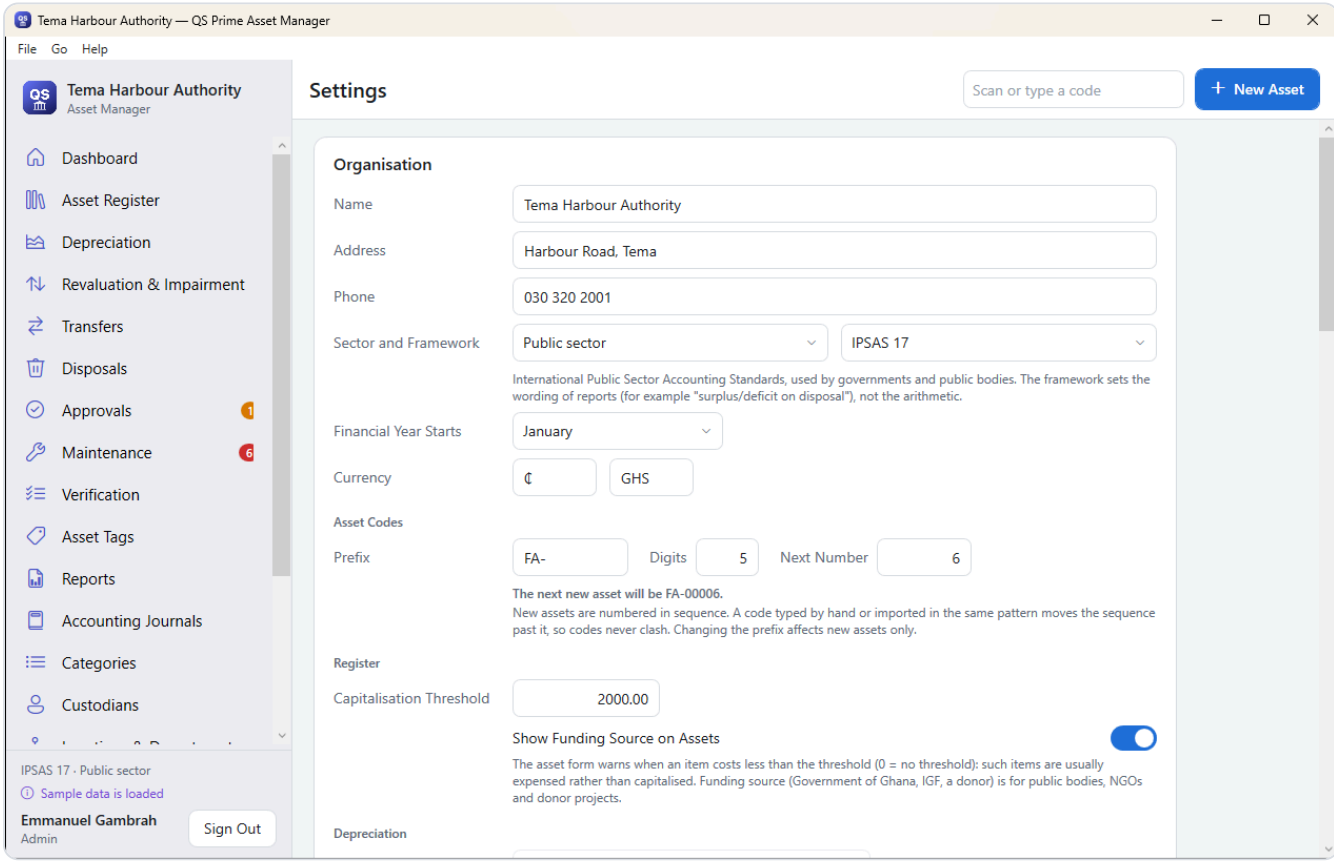
- **New User**: name, username, password and role. Tell them their password in person.
- Select a user to change their role, switch them off (**Can Sign In**), or set a new password.
- Approvers and admins can have an **approval PIN** (4 to 6 digits, different for everyone), used to sign off transfers and disposals when approvals are on (chapter 13).
- You can't demote or switch off yourself, and the last active admin can't be demoted, so the register is never locked out.




Adding an asset officer.

# 23. Settings

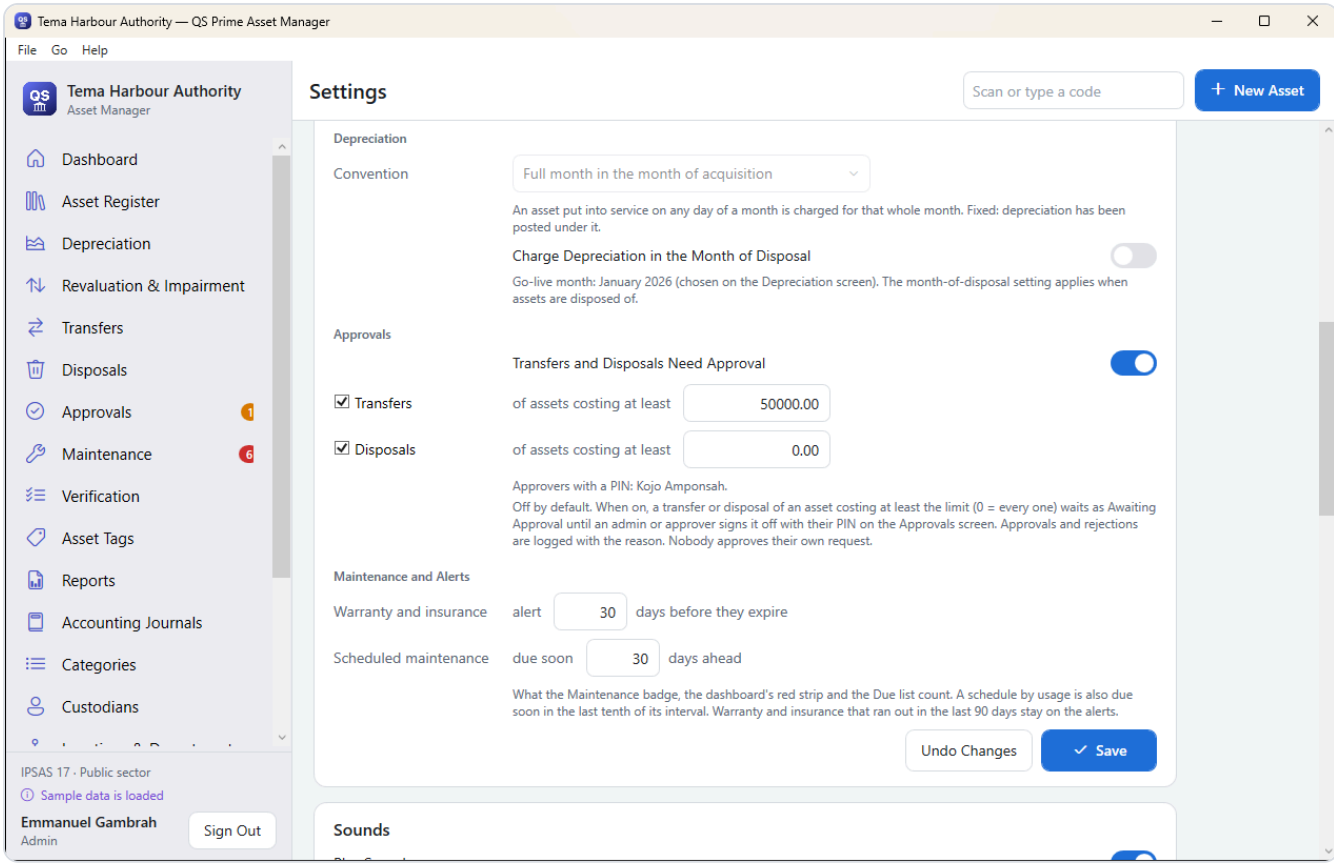
Admins only. Change what you need in the Organisation card, then press **Save**; every change is in the audit log. **Undo Changes** puts back what's saved.



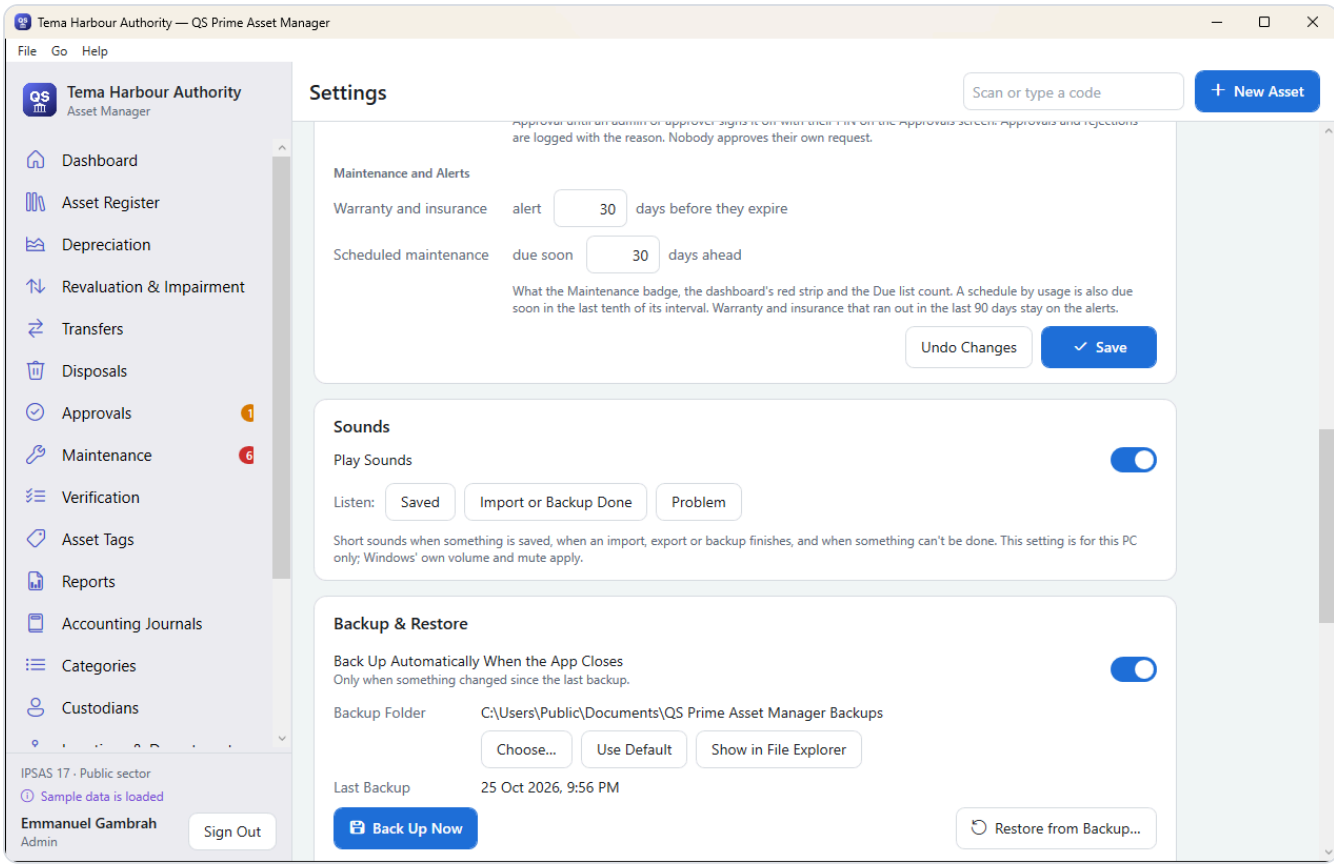

Settings: the organisation, asset codes and the register.

| Setting | What it does |
|---|---|
| Name, address, phone | Shown on screens, exports and backups. |
| Sector and Framework | See chapter 26. |
| Financial Year Starts | Sets "this year" on the dashboard and the depreciation charts, the reducing-balance year, and the default go-live month. |
| Currency | The symbol and code amounts are shown with. |
| Asset Codes | Prefix, digits and the next number (chapter 7). The line under them shows the next code. |
| Capitalisation Threshold | Items cheaper than this are usually expensed rather than capitalised. The asset form and the import warn when an item is below it. 0 = no threshold. |
| Show Funding Source on Assets | For public bodies, NGOs and donor projects. |
| Depreciation Convention | How the first month of an asset's life is charged (chapter 10). Fixed once a month is posted. |

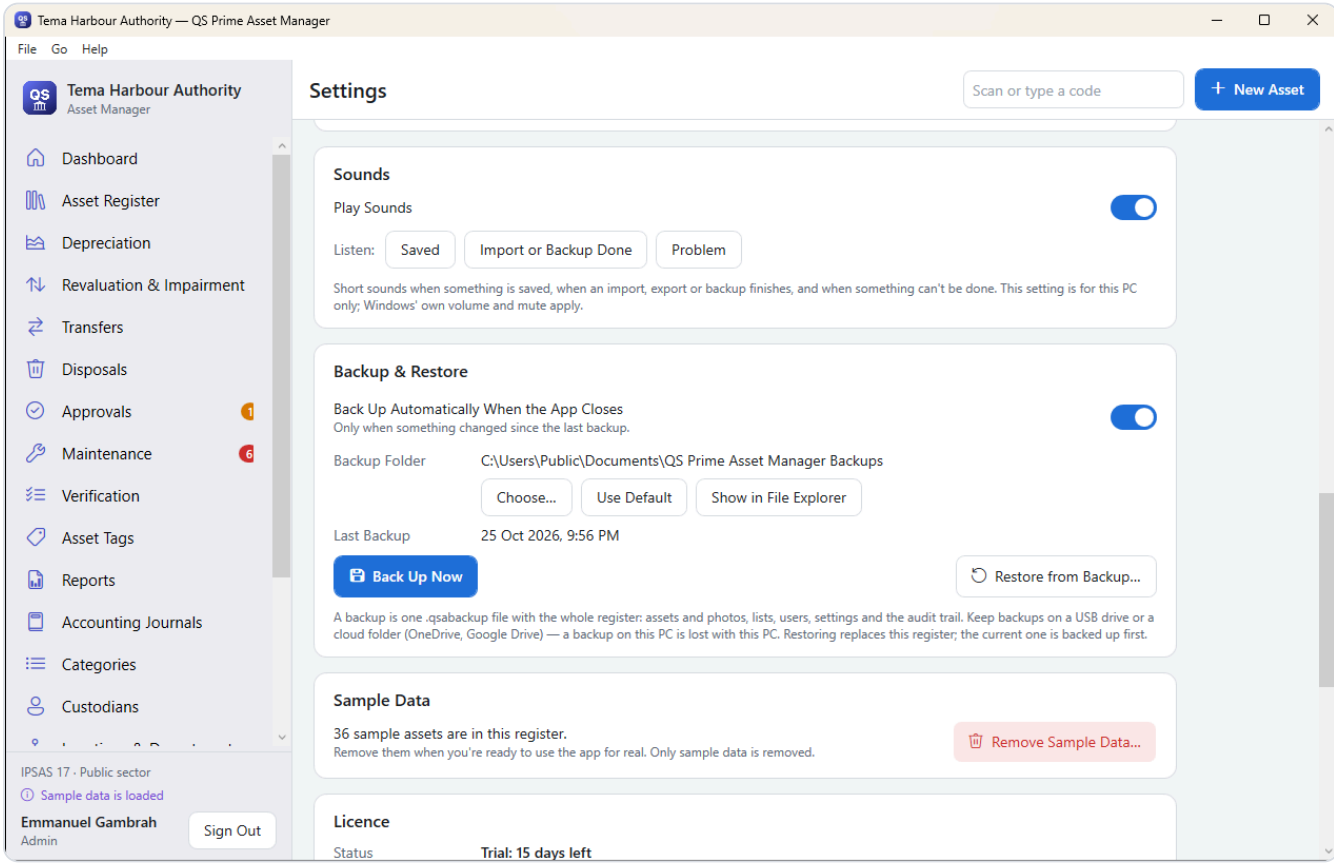
| Setting | What it does |
|---|---|
| Charge Depreciation in the Month of Disposal | Whether an asset is charged for the month it's disposed of (chapter 12). Off to start with. |
| Approvals | Whether transfers and/or disposals of assets costing at least a limit (0 = every one) wait for an approver's PIN (chapter 13). Off to start with. |
| Maintenance and Alerts | How many days ahead warranties and insurance are flagged as running out, and scheduled maintenance as due soon (30 and 30 to start with, chapter 14). |




Settings › Depreciation. The convention is fixed here because months have been posted.




Settings › Maintenance and Alerts.




Sounds, Backup & Restore and Sample Data.

**Sounds**: short sounds when something is saved, when an import, export or backup finishes, and when something can't be done. **Listen** plays each one. The switch is for this PC only; Windows' own volume and

mute apply.

**Sample Data** (while it's loaded): **Remove Sample Data…** removes the sample assets and the sample list entries your own assets don't use. Assets you added are not touched, and a sample location, custodian or department your own records use is kept. The audit log keeps its record.

The accounts and journal settings are on the Accounting Journals screen (chapter 16). Further down: Licence (chapter 25), About (the version and the data folder) and Help & Contact — our website, support and sales email and phone, with **Visit Website**, **Email Support…** and **Chat on WhatsApp**. The Help menu has the same links, and **About QS Prime Asset Manager**.

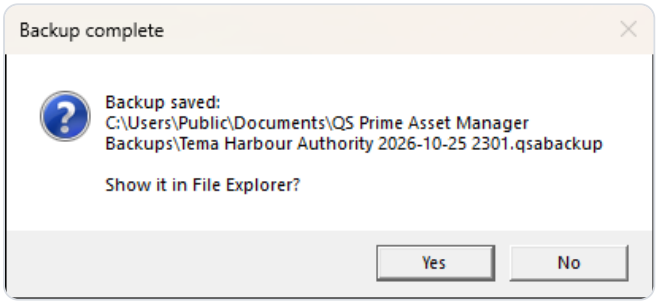



Help › About.

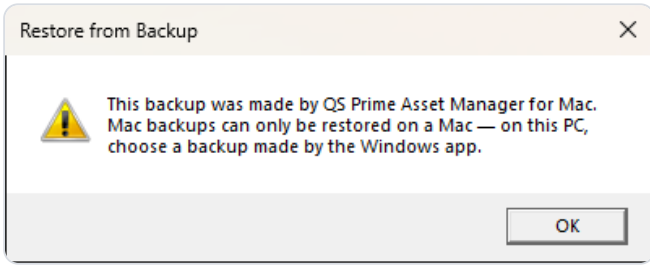
# 24. Backup and restore

A backup is one **.qsabackup** file holding the whole register: assets and their photos, categories, lists, custodians, suppliers, users and their (scrambled) passwords, settings and the audit trail. The licence key isn't included.

- **Automatic backup when the app closes** — on to start with, whenever something changed since the last backup. If it can't (the backup drive is unplugged), it asks whether to close without one.
- **Back Up Now** (Ctrl + Shift + B) at any time.
- **Backup Folder**: Documents › QS Prime Asset Manager Backups to start. Use **Choose…** to pick a USB drive or a cloud folder (OneDrive, Google Drive) — a backup on this PC is lost if the PC is. If the chosen folder can't be reached, backups go to the default folder and Settings says so.
- Files are named with the organisation and time, for example *Tema Harbour Authority 2026-10-12 2030.qsabackup*. Old backups are kept.




Back Up Now: where the file went.




A backup made on a Mac is refused (chapter 24, Restoring).

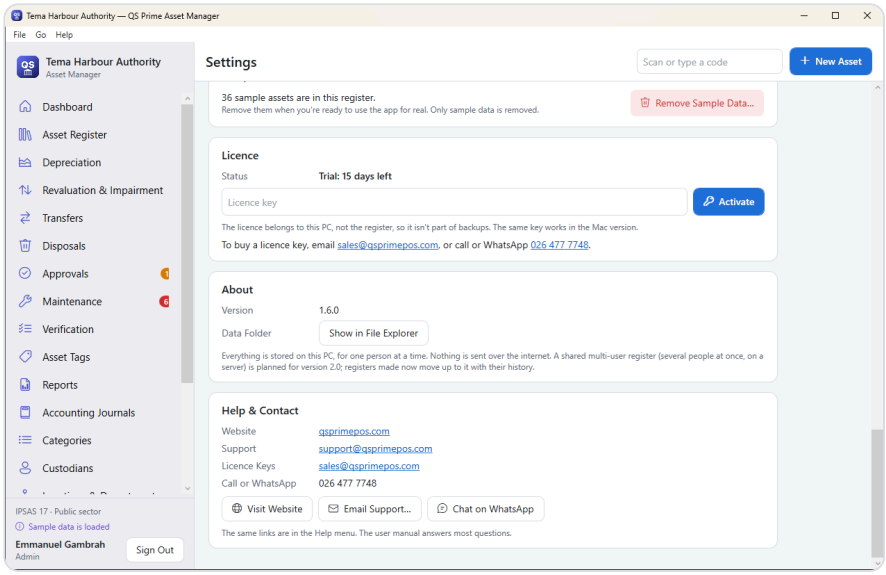
## Restoring, or moving to a new PC

1. Install the app on the new PC (chapter 1).
2. On the first-run screen, press **Restore from Backup…** (on a PC already set up: Settings › Backup & Restore, admins only).
3. Choose the .qsabackup file. The app shows what's in it — organisation, date, assets, custodians and audit log entries — and asks.
4. Press OK. The app restarts with the restored register. Sign in with the logins from the backup.
5. Enter your licence key in Settings › Licence.

> **Restoring replaces the register that's open**
> The app keeps one register per PC. Before restoring over a register with data, it backs that register up (a file ending *(before restore)*) and keeps its files, so nothing is lost. It refuses a backup from a newer version (update first), from the Mac version, from QS Prime POS or the Inventory Manager, or a damaged file — and then nothing changes.

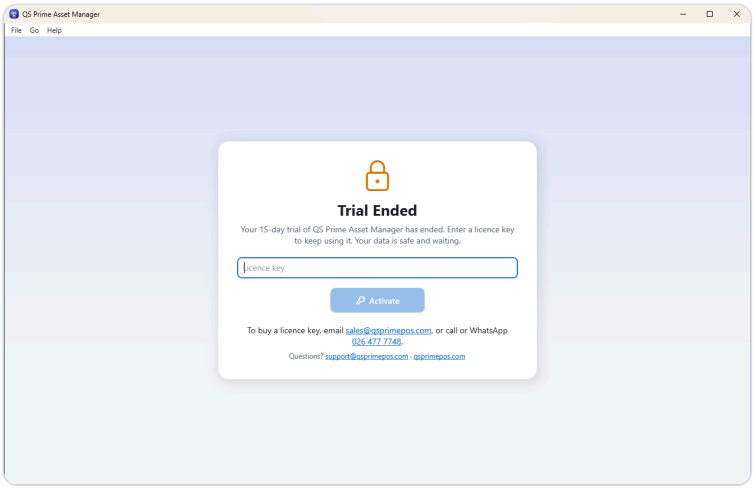
# 25. Licensing

The app runs as a full 15-day trial. To keep using it, enter the licence key you receive from Quillstone Systems in Settings › Licence and press **Activate**. To buy a key, email **sales@qsprimepos.com** with your organisation's name, or call or WhatsApp **026 477 7748**.




Settings › Licence, About and Help & Contact.

When the trial ends the app shows this screen until a key is entered. Your register is safe and all there once it's activated.




Trial ended.

A key belongs to this app only: a QS Prime POS or Inventory Manager key doesn't unlock the Asset Manager. The same key works in the Mac version. The key is for your PC, not your register — after restoring on a new PC, enter it again.

# 26. Public sector and private sector

The same app serves both. What you choose at first run (and can change in Settings) sets the wording; the arithmetic is the same:

| | Public sector | Private sector |
|---|---|---|
| Usual framework | IPSAS 17 Property, Plant and Equipment | IAS 16 (full IFRS), or IFRS for SMEs Section 17 |
| Result on disposal | Surplus or deficit | Gain or loss |
| Statements | Statement of Financial Performance | Income Statement |
| Funding source | On: Government of Ghana, IGF, donors | Off (can be switched on) |
| Revaluation surplus | In net assets/equity, netted within each class (category); to accumulated surplus on disposal | In other comprehensive income (equity), asset by asset; to retained earnings on disposal |
| Journals | GIFMIS journal upload (Excel) with all 12 segments | QuickBooks Online, Sage 50 or Xero |

Both keep a full audit trail, both let you set the depreciation policy per category, and both have the same roles.

# 27. What's coming next

Each version is the same as on the Mac, and arrives on Windows in order. Depreciation arrived in 1.1; transfers, disposals and approvals in 1.2; the dashboard for any period and the reports in 1.3; maintenance, warranties and asset tags in 1.4; verification, revaluation and impairment in 1.5; and accounting journals, with the revaluation surplus netted by class under IPSAS 17, in 1.6. Windows now has every feature of the Mac version.

| Version | What it adds |
|---|---|
| 2.0 | Multi-user: several people working on one shared register at once. Registers kept in 1.x move up to it with all their history. |

# 28. Troubleshooting and questions

| Problem | What to do |
|---|---|
| "Windows protected your PC" when installing | Click More info › Run anyway. Once only. |
| "The asset code … is already used by …" | Each code belongs to one asset. Use another, or leave it empty to get the next one. |
| "Choose a category" | Every asset needs one: it sets how the asset is depreciated. |
| "The in-service date is before the acquisition date" | An asset starts being used on or after the day it's acquired. Check both dates. |
| Status "Disposed" isn't in the list | An asset is disposed of with Dispose… (chapter 12), which works out the gain or loss. |
| A disposed asset can't be changed | Only its notes and photo can. If the disposal was a mistake, an admin reverses it on the Disposals screen. |
| "Post depreciation up to … first" | A disposal needs the book value on its date to be final: post the months the app names, then record the disposal. |
| "… has been charged depreciation for …, after this date" | The disposal is dated in a month already charged. Date it after those months, or reverse them first. |
| The location, department and custodian are greyed out on an asset | Transfers need approval, or a transfer or disposal is waiting: use Transfer… so it can be signed off. |
| "That PIN doesn't belong to an active admin or approver" | Check the PIN; an admin sets PINs in Users. "You asked for this" means someone else has to approve it. |
| A month can't be posted: a disposal is awaiting approval | Approve or reject the disposal on the Approvals screen first. |
| An asset disappeared | It may be archived or disposed of: tick Show Archived or Show Disposed in the register. The audit log shows who did it. |
| Depreciation fields greyed out on a category | Only an admin can change a depreciation policy. |
| Post is greyed out | A month can be posted from its last day. The tooltip says when. |
| "Depreciation is posted one month at a time, in order" | Post the month the app names first. Months are never skipped. |
| A month's depreciation was wrong | Correct the policy, cost or usage, then Reverse the latest month and post it again. A locked month can't be reversed: the next month picks up the correction as an adjustment. |
| The opening balance can't be changed | Depreciation has been posted for that asset. Corrections go into the next open month. |
| "… has been revalued or impaired, so its cost and opening balance are fixed" | The new figures were worked out from them. An admin can undo the revaluation or impairment first (chapter 15), then correct them. |

| Problem | What to do |
|---|---|
| "Depreciation for … hasn't been posted" when revaluing | A revaluation or impairment takes effect at the end of its month, after that month's depreciation: post the month first, or date it in a posted month. |
| An asset can't be deleted | It has depreciation posted, a disposal or maintenance on record. Archive it, or dispose of it. |
| A units-of-production asset wasn't charged | No usage was entered for that month: Enter Usage… before posting. |
| A custodian can't be deleted | They still hold assets. Reassign them, or archive the custodian. |
| Rows skipped in an import | The preview gives the reason for each. Fix them in Excel and import again. |
| Dates import wrongly | The app reads 05/07/2022 as 5 July (day first). Use 2022-07-05 if your file is month first. |
| Excel shows odd characters instead of ₵ | Open the CSV by double-clicking it, or in Excel use Data › From Text/CSV and choose UTF-8. |
| Backup failed | Plug in the backup drive, or choose another folder in Settings, then Back Up Now. |
| Forgotten password | An admin sets a new one in Users. If the only admin has forgotten, contact support. |
| Can several people use the register at once? | Not yet: 1.x is one PC, one person at a time (several logins, one at a time). Multi-user comes in 2.0. |
| "No asset found" after scanning | No asset has that code or serial number. Check the tag is this register's; if the scanner typed nothing, click the Scan box first. |
| An asset stays Under Repair | Its repair is still open: on Maintenance › Log, select the job and press Mark Finished…. |
| A tag won't scan | Print at actual size (no fit to page). If the app warns the code is too long for the label, use a bigger label or a QR code; a laser scanner can't read QR codes. |
| Where is my data? | In your Windows user folder, AppData › Local › QS Prime Asset Manager (Settings › About › Show in File Explorer). Back it up with Back Up Now rather than copying it. |
| Export… is greyed out on Accounting Journals | Read the orange line above the journals and press the button beside it: for GIFMIS, fill in every segment under Export Settings; otherwise a month may have nothing to post. |
| The leading zeros of GIFMIS segments disappeared | Use the GIFMIS (Excel) format, not the generic CSV: Excel strips leading zeros from a CSV when it opens it. |

**Still stuck?**

Email support@qsprimepos.com, call or WhatsApp 026 477 7748, or visit qsprimepos.com. The Help menu has the same links, and Email Support puts the app and version in the subject for you.